WELCOME

to the

CENTER FOR CAREER SERVICES

SOUTHERN WESTCHESTER BOCES

STUDENT HANDBOOK

2022 - 2023

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SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

LETTER TO PARENTS / GUARDIANS

September 2022

Dear Parents / Guardians:
Welcome to the Center for Career Services! Our goal is to provide your student with a career technical program that will help them on the path to becoming college and career ready. The information in this handbook has been carefully prepared to help you succeed at The Center for Career Services. This information is in compliance with the Board of Education policies, copies of which are available in the Principal's Office.

In lieu of COVID–19, we are doing our best to ensure that your student is safe while they are with us. In addition to our daily protocols, our classes are sanitized between the morning, afternoon, and evening sessions. Please remind your student of the importance of following the safety protocols that we have put in place to protect us all, even when school is not in session. It is important to remain safe and follow the rules. Please refer to the SW BOCES Health and Safety Guide for further information.

Please keep your child home if they are sick and/or are showing symptoms of COVID – 19. If they are showing symptoms and/or have been in contact with someone that has tested positive, please send a blank email to HEALTHUPDATES@swboces.org. Please keep your child home until someone contacts you.

Please be sure you have read the entire **Student Handbook** and discussed it with your child. Please **sign** and **return** these two (2) signoff pages in the **FORMS SECTION** at the end of this handbook to your student's instructor immediately – the Policy Signoff Form and the Emergency Medical Release Form. In the **FORMS SECTION** you will also find internet access signoff sheets and any other paperwork that pertains to your student's educational program.

If you have any questions or concerns, please don't hesitate to call the school administration at (914) 761-3400. Thank you.

Sincerely,

Dahlia A. Jackson

Director
Center for Career Services

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Septiembre de 2022

Queridos Padres / Guardián:

¡Bienvenido al Centro de Servicios de Carrera! Nuestro objetivo es brindarle a su estudiante un programa de carrera técnica que lo ayude en el camino para prepararse para la universidad y la carrera. La información en este manual ha sido cuidadosamente preparada para ayudarle a tener éxito en el Centro de Servicios de Carrera. Esta información está en conformidad con las políticas de la Junta de Educación, copias de los cuales están disponibles en la oficina del principal.

En lugar de COVID-19, estamos haciendo nuestro mejor esfuerzo para asegurar que su estudiante esté seguro mientras está con nosotros. Además de nuestros protocolos diarios, nuestras clases se desinfectan entre las sesiones de la mañana, la tarde y la noche. Por favor recuérdele a su estudiante la importancia de seguir los protocolos de seguridad que hemos implementado para protegernos a todos, incluso cuando la escuela no está en sesión. Es importante mantenerse seguro y seguir las reglas. Consulte la Guía de salud y seguridad de SW BOCES para obtener más información.

Mantenga a su hijo en casa si está enfermo o muestra síntomas de COVID - 19. Si muestra síntomas y / o ha estado en contacto con alguien que dio positivo en la prueba, envíe un correo electrónico en blanco a HEALTHUPDATES@swboces.org. Mantenga a su hijo en casa hasta que alguien se comunique con usted.

Por favor asegúrese de haber leído todo el **Manual del Estudiante** y discutido con su hijo. Por favor **firme** y **devuelva** estas dos (2) formas en la **SECCIÓN de FORMULARIOS** al final de este manual para el instructor del estudiante inmediatamente - el Formulario de aprobación de la póliza y el Formulario de autorización médica de emergencia. En la **SECCIÓN de FORMULARIOS** también puede encontrar hojas de Acceso a Internet y cualquier otra documentación que pertenece al programa educativo de su estudiante.

Si usted tiene alguna pregunta o inquietud, por favor no dude en llamar a la administración de la escuela al (914) 761-3400. Gracias.

Sinceramente,

Dahlia A. Jackson

Director
Center for Career Services

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

CENTER FOR CAREER SERVICES **Website: careers.swboces.org**
65 Grasslands Road Phone: (914) 761-3400
Valhalla, New York, 10595 Fax: (914) 761-8099

CONTACT INFORMATION

Director:	Ms. Dahlia A. Jackson, ext. 2300 djackson@swboces.org
Principal:	Mr. Evangelo Michas, ext. 2304 emichas@swboces.org
Assistant Principal:	Mr. Philip Donohue, ext. 2223 pdonohue@swboces.org
Counselors:	
	Ms. Anna Macchia, ext. 2352 amacchia@swboces.org
	Ms. Monica Mann, ext. 2243 momann@swboces.org
	Mr. Kevin McAllister ext. 2521 kmcallister@swboces.org
Social Worker:	Ms. Eileen Yip, ext. 2204 eyip@swboces.org
Work Based Learning Coordinator:	Mr. Garrett Jennings, ext. 2371 gjennings@swboces.org
Transition Specialist:	Geraldine Healy, ext. 2322 ghealy@swboces.org
Registrar / Attendance:	Ms. MaryJo Moran, ext. 2316 mmoran@swboces.org

***When contacting a teacher, please use email during the school day so as to not interrupt instructional time.**
The teacher email addresses are their **first initial** and **last name** followed by @swboces.org
Example: Mr. John Smith would be jsmith@swboces.org

SCHOOL CALENDAR

SOUTHERN WESTCHESTER BOCES
SCHOOL CALENDAR
2022-2023

SEPTEMBER

Su	M	Tu	W	Th	F	Sa
				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

Su	M	Tu	W	Th	F	Sa
						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

Su	M	Tu	W	Th	F	Sa
		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

Su	M	Tu	W	Th	F	Sa
				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

JANUARY

Su	M	Tu	W	Th	F	Sa
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
1 Superintendent's Conf. Day
5 Labor Day
6 Superintendent's Conf. Day
7 School Opens
26-27 Rosh Hashanah

OCTOBER
5 Yom Kippur
10 Columbus Day

NOVEMBER
8 Superintendent's Conf. Day
11 Veteran's Day
** 23 Student Dismissal at 11:30 AM and Staff Dismissal at noon **
24-25 Thanksgiving Recess

DECEMBER
26-30 Holiday Recess

JANUARY
2 New Year's Day Observance
16 Martin Luther King Jr. Day

FEBRUARY
20-24 Winter Recess

APRIL
3-7 Spring Recess

MAY
29 Memorial Day

JUNE
19 Juneteenth
21 Student Dismissal at 11:30 AM
22 Last Day of Student Attendance - Student Dismissal at 11:30 AM
23 Rating Day and Superintendent's Conference Day

FEBRUARY

Su	M	Tu	W	Th	F	Sa
			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

Su	M	Tu	W	Th	F	Sa
			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

Su	M	Tu	W	Th	F	Sa
						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

Su	M	Tu	W	Th	F	Sa
	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

Su	M	Tu	W	Th	F	Sa
				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	

TOTAL DAYS:
Teacher 184
Student 180

Schools Closed

No Students / Staff Attendance Required

Board Approved: February 16, 2022

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

PROGRESS REPORTS / REPORT CARDS

Marking Period	Start	End	Grade Entry Window
1st Q Progress Report	9/12/22	10/14/22	10/11/22 ~ 10/18/22
1st Q Report Card	9/12/22	11/11/22	11/08/22 ~ 11/15/22
2nd Q Progress Report	11/14/22	12/16/22	12/13/22 ~ 12/20/22
2nd Q Report Card	11/14/22	1/20/23	1/17/23 ~ 1/24/23
3rd Q Progress Report	1/23/23	2/17/23	2/14/23 ~ 2/21/23
3rd Q Report Card	1/23/23	3/24/23	3/21/23 ~ 3/28/23
4th Q Progress Report	3/27/23	4/28/23	4/25/23 ~ 5/02/23
4th Q Report Card	3/27/23	6/02/23	5/30/23 ~ 6/02/23

*PROGRESS REPORTS & REPORT CARDS ARE MAILED TO THE HOME ADDRESS ON FILE THE WEEK AFTER THE DATE LISTED ABOVE. IF YOU WOULD LIKE ADDITIONAL INFORMATION CONCERNING YOUR SON / DAUGHTER'S PROGRESS, PLEASE CONTACT YVETTE HERRERA IN THE GUIDANCE DEPARTMENT AT (914) 761-3400, EXT. 2224.

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

DATES TO REMEMBER

2022-2023

DATE	TIME	EVENT
September 20, 21, 22, 23, 28 & 29	During School Day	Student Orientation *(Tentative)*
October 13	6:00 – 8:30pm	Fall Open House *(Tentative in-person)*
November 18	All Day	Career Conference *(Tentative in person)*
December 1	9:00 – 10:00am 12:30 – 1:30pm	Student of the Quarter *(Tentative for in person celebration)*
December 8	6:00 – 7:30pm	Craft Committee Meeting *(Tentative)*
January 24 – 27		Regent's Week *(Tentative)*
February 2	9:00 – 10:00pm 12:30 – 1:30pm	Student of the Quarter *(Tentative for in person celebration)*
March 23	6:30 – 8:30pm	Spring Open House / Media Show / College Transition Fair *(Tentative)*
April 20	9:00 – 10:00am 12:30 – 1:30pm	Student of the Quarter *(Tentative for in person celebration)*
April 30	9:00am– 1:00pm	CCS Car Show *(Tentative)*
May 4	6:00 – 7:30pm	Craft Committee Meeting *(Tentative)*
May 11	5:30 – 7:30pm	National Technical Honor Society Induction Ceremony *(Tentative)*
May 18	AM/PM	Fashion Presentation *(Tentative)*
May 18	6:00 – 7:30pm	Craft Committee Meeting *(Tentative)*
June 1	9:00 – 10:00am 12:30 – 1:30pm	Student of the Quarter *(Tentative for in person celebration)*
June 2		Last Day of Marking Period
June 9		Last Day of Classes for Students
June 10	AM/PM	CCS Recognition Ceremony
June 14 - 23		Regent's Week *(Tentative)*

GENERAL SCHOOL INFORMATION

MISSION STATEMENT

The mission of The Center for Career Services is to identify the educational and support service needs of participating districts and the local communities; to meet those needs cooperatively by providing cost effective and high-quality programs and services that might not be available to districts acting independently, nor to the community at large; and to enable students of all ages enrolled in these programs to meet the challenges of the future successfully.

SCHOOL ACCREDITATION

The Center for Career Services has been accredited by the New York State Education Department. This certification means that The Center for Career Services has met and must maintain strict standards pertaining to curriculum, teacher preparations, physical facility and equipment.

CLASS SESSIONS

The school day at the Center for Career Services consists of two sessions, AM & PM. Each session is held for 2 ½ hours per day. The beginning and concluding times are listed below:

SESSION	CLASS SCHEDULE		BUS DEPARTURE TIME
	Begin Time	End Time	Leaves CCS @
Morning Session (AM)	8:25 AM	10:55 AM	11:00 AM
Afternoon Session (PM)	11:55 PM	2:25 PM	2:30 PM

Students are expected to **report to their classrooms promptly** upon their arrival to the campus**.** Students will not be permitted to leave the classroom before the bell. Sufficient time will be allowed by each teacher for cleaning the shop area before dismissal.

CAFETERIA

The cafeteria at the Center for Career Services will be open to provide students with the opportunity to purchase small snack items such as drinks and other products from the culinary programs. The Café will be open to students during the following hours:

8:00 AM – 8:25 AM
8:45 AM – 9:00 AM
12:45 PM – 1:00 PM

**Special considerations for café use are contained in the CCS Guidance.*

DAILY ANNOUNCEMENTS

Morning Announcements (Pledge of Allegiance)
9:15 AM – 9:20 AM

Afternoon Announcements
1:15 PM – 1:20 PM

EARLY RELEASE / AFTER SCHOOL PICKUP

Students may **only** leave early with written parental/guardian permission as well as with the permission of the program supervisor. If a student is being "picked-up" by a parent or guardian, the adult **must come into the main office in Building D, complete an early release form, and show proper photo identification to sign the student out before he / she will be permitted to leave.** If the student is being picked up by a third party, we require prior written authorization signed by the parent / guardian for the student to be released. The letter should indicate who the student is to be released to.
**Special considerations for parent pickup are contained in the CCS Guidance.*

FIRE DRILLS / LOCKDOWN DRILLS / EVACUATIONS

As part of our safety procedures, we have several fire drills, lockdowns and possible evacuation drills scheduled throughout the school year; these will be unannounced and announced. Students must follow the directions of staff and go to their designated locations. **DO NOT USE CELL PHONES** and refrain from talking during these exercises. These rules are made to ensure the safety of everyone on the campus in the event of an emergency.
**Special considerations for Drills will be shared with the students by the CCS Staff*

PARENT PORTAL

The Parent Portal is an extension of our Student Information System, eSchoolData (eSD). The portal is designed to give parents the ability to monitor their student's academic performance by being able to access their child's attendance, school schedule, report card grades and progress reports. This portal is accessible anytime, day or night, via the web.

The launch of our Parent Portal is scheduled for October 2019. We will provide another communication as we draw closer to the launch date. We look forward to this next chapter in providing you with a more interactive method of monitoring and managing your child's progress with SWBOCES.

SCHOOL DELAYS AND CLOSINGS

- The Southern Westchester BOCES website http://swboces.org/ in the BOCES news section on the homepage
- Cablevision News 12 website http://westchester.news12.com/. Notification will be on this website. SWBOCES information usually does **not** scroll on the bottom of this news channel
- WHUD – 100.7 FM radio station (Storm Center updates are scheduled by the station to be read on air twice per hour at the top and bottom of every hour)
- Storm Center Online Website http://www.pamal.com/stormcenter/whud.php
- Fios 1 News - go to www.fios1news.com for the Lower Hudson Valley, click on the "Weather" tab along the top of the page, and then click on "View school closings."

***If there is a 2-hr delay, there will be NO morning session at the Center for Career Services.**

SMOKING / VAPING

The Center for Career Services is a smoke / tobacco free campus. Smoking any type of substance or any other type of tobacco use is not permitted on grounds by students, staff or visitors. This includes vaping and/or JUUL's, which are also not permitted.

STUDENT VISITORS

The Center for Career Services staff welcomes prospective students who are interested in visiting classes. All visitors must have prior approval from their parents, home school principal, CTE teacher and program principal. Please be sure to obtain a "Visitor Form" for any guest you would like to visit the programs. The Visitor Form is available in your counselor's office.

BUS REGULATIONS

GETTING ON THE BUS

- The bus driver may not wait for you if you are not there on time.
- Always use caution upon entering and exiting the school bus.
- Be at your pick-up spot five minutes before pick-up time

ON THE BUS

- The bus driver is in charge. Follow his or her directions at all times.
- Please do not eat, drink, or smoke on the bus.
- Keep your head and arms inside the bus at all times.
- Never throw anything outside the window.
- Music is not allowed to be played loudly on the bus.
- Don't shout or make loud noises. Excessive noise can disturb the driver.
- Don't save a seat for friends.

- Keep the aisles clear at all times.
- Stay in your seat while the bus is moving.
- Smoking, vaping, etc. is not permitted on the bus or on school grounds
- Be careful with equipment on the bus. If you damage anything, you will be responsible for paying for the damage.
- Pets or animals are not allowed on the bus.
- You need written permission from your parents and approval from your high school principal to be dropped off at a different location.
- Facial masks must be worn at all times while on the buses.

IN CASE OF AN EMERGENCY

Do exactly what the bus driver tells you.

- Follow the emergency procedures established by your current bus company or the direction of any other staff.

STUDENT DRIVING REGULATIONS

Driving a vehicle to the Center for Career Services is a privilege granted after the student has completed the Student Driving Application and it has been approved by the student's principal at the Center for Career Services.

- Permit stickers given to the drivers must be hanging on the rearview mirror.
- A fifteen (15) mile per hour speed limit must be observed on all school property.
- Student drivers must be courteous to staff on bus duty, and are required to readily present identification when requested by any school official. Cars will be searched for contraband with cause.
- **Students are to park in designated areas behind "D" and "G" Buildings.**
- The vehicle must be parked within the marked spaces.
- At no time should a vehicle occupy more than one space or be parked by shop areas**.**
- **Unauthorized parking in a designated handicap spot or No Parking Zone will not be tolerated.**
- **Students are not permitted to park at Building A or off campus at any time.**
- **Student drivers must go straight back to assigned student parking area upon their arrival to the campus.**
- Drivers must not pass a school bus which is stopped or when lights are flashing. You must wait when school buses are exiting the campus.
- **ALL traffic signs such as ENTRANCE, EXIT, STOP AND ONE WAY** signs are to be obeyed at all times.
- Vehicles are not to be left in the parking lot overnight. There will be no exceptions.
- A substitute vehicle must be reported and have prior approval by the Principal of the program.

Students are not permitted to ride as passengers in another student's vehicle without written permission. **Driving and parking privileges for high school students are not to be understood as granting permission or advocating carpooling with the students.** Parents should require their children to use bus transportation exclusively unless they have authorized their child/children to drive to school. Unsafe driving practices will not be tolerated – i.e.: speeding, passing stopped school buses, accelerating and decelerating rapidly on campus, excessive noise or loud music, not following stated rules and/or instructions.

Permits for work on student's vehicles in the "Auto Shops" must be secured through the instructor of the automotive program in which the work will be performed. Permits must be obtained **48 hours** prior to bringing cars on campus for service. Students must **first** park in the assigned student parking area upon arrival to campus and then get the car to be worked on once the instructor gives permission to do so. This must be signed and dated by the principal in advance of the work being performed.

Student Driver Forms are available from the principal's office.

Any violation of the above regulations or any unsafe driving practices will result in the suspension or revocation of student driving privileges at the discretion of the principal.

STUDENTS AND THEIR PARENTS ASSUME RESPONSIBILITY FOR THE DRIVER AND THEIR PASSENGERS WHEN THEY DRIVE THEIR PERSONAL MOTOR VEHICLES TO/FROM SCHOOL AND SCHOOL SPONSORED PROGRAMS.

STUDENT PASSENGER REGULATIONS

Being a passenger in a vehicle to the Center for Career Services is a privilege granted after the student has completed the Student Passenger Application and it has been approved by the student's principal at the Center for Career Services.

- Students are not permitted to ride as passengers in another student's vehicle without **written permission**.
- Passenger Forms specify the specific driver a student is permitted to ride with. Passengers will not be allowed to ride with another driver without **written permission.**
- Vehicle driver and passenger must report to Building D lobby for a temperature check before entering their classrooms.

Student Passenger Forms are available from the principal's office.

CLASSROOM PROCEDURES

ABSENCES

Students are expected to bring in a note to verify any absences from class that are not part of their school calendar. All notes are to be turned in to the classroom teacher, who will forward them to the registrar/attendance office at the end of each school day. In addition to providing the classroom teacher a note, the registrar/attendance office can also be contacted directly at (914) 761-3400 ext. 2316 or via email to MaryJo Moran at mmoran@swboces.org.

The following attendance follow-up procedures are to be adhered to in order to ensure that our students and their parents are notified of absences in a timely manner:

- After the 3rd absence in a quarter, the teacher is required to CALL home and notify the parent of the absences.
- After the 6th absence in a quarter the teacher, counselor(s) and Principal will be involved as credits are now in jeopardy.
- According to the Board Approved COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (policy 6110 – see appendix), if a student reaches 7 absences in a quarter they **may not pass** the quarter without a make-up assignment agreed upon in writing and approved by the principal.
- If students are going out on internships, it is their responsibility to inform the teacher so work can be provided during their absence. The Work Based Learning Coordinator must also be informed.

Attendance letters will be mailed home periodically to keep parents up to date on student absences. In addition, home school districts have access to a portal to view student attendance data. Students are also responsible for notifying their teacher of any absence due to an **approved** home school activity so that it can be verified by the SW BOCES staff. Failure to notify your teacher may result in an accumulation of "unverified" absences. Please refer to the **Attendance Policy** section of this handbook for additional details. For extended absences, an Absent Student Work Request form is available in the guidance offices.

The school closing calendar at the beginning of this handbook is the **SW BOCES CALENDAR,** which may slightly differ from the calendar of your home school district. If the home district is **CLOSED** according to their calendar, but SW BOCES is open, the student shall follow the home district calendar **unless otherwise directed**.

ACADEMIC DISHONESTY / CHEATING

Cheating occurs when one or more students obtain or assist others in obtaining credit for work which is not their own.

The Center for Career Services Academic Dishonesty Policy was written to maintain an environment dedicated to the personal, social, and intellectual development of students enrolled in our programs. We believe that academic dishonesty lowers students' characters and reputations and can lead to dismissal from employment, which is why we are being proactive in educating our students regarding this policy. Academic Dishonesty negatively affects both learning and teaching. Students, faculty, administration, parents, and the community will work towards maintaining an environment conducive to learning.

The intention of this document is not to limit students' rights but to clarify standards and expectations for all members of the school community. Teachers and administrators are expected to present and model these standards so that the students will know what is required and prohibited. Due to the serious nature of academic dishonesty, any act deemed in violation of the

rules listed below will result in a zero for the work involved. The teacher will report the incident to the principal who will contact parents and oversee the enforcement of disciplinary actions.

If a student is found guilty of repeated violations of the established academic dishonesty rules in any marking period, failure for the entire marking period will occur regardless of other grades earned during that marking period. Under rare circumstances a student may fail for the entire year, if repeated occurrences occur during the entire year.

- **Situation one**: One offense will lead to a zero for assignment or assessment involved during the marking period.
- **Situation two**: Failure for the entire marking period will occur if two or more infractions occur.
- **Situation three**: Failure will result for the entire year if repeated infractions occur in more than one marking period. The student will also be subject to additional penalties when appropriate.

Common examples of academic dishonesty include, but are not limited to, the following:

- Using any form of hidden notes, copying from a classmate, or helping a classmate during a test (quiz to final exam).
- Receiving or giving questions or answers to an assessment to a classmate.
- Stealing or accepting an assessment that was stolen after the assessment has been scored and returned.
- Changing answers and seeking credit on an assessment after the assessment has been scored and returned.
- Changing the results on any performance examination given by the teacher or third-party assessor.
- Submitting a classmate or other person's work as one's own.
- Copying or stealing a classmate or other person's work.
- Allowing or giving permission of a classmate or person to copy one's work.
- Falsifying information for personal gain, i.e., CCS applications, college applications, college, scholarships, National Technical Honor Society, etc.
- Using computers, cell phone, I-Pods and any other communication devices in violation of guidelines established by the teacher.
- Using help such as notes, books, exerts or purchased services in violation of guidelines established by the teacher.
- Resubmitting the same or similar assignment in two different courses without the permission of the teacher.
- Plagiarizing: Presenting material taken from another source, including electronic works, without adequate documentation.
    - Presenting a classmates or other person's work or ideas as one's own in research projects.
    - Failing to cite with quotation marks the written words or symbols of a source or author, including literary criticism or study guides.
    - Failing to cite the source of words, ideas, etc., which are quoted, paraphrased, or summarized in a classmates or other person's oral or written work.

NOTE: Studying with classmates to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by the teacher.

APPROPRIATE DRESS

- Students are expected to dress appropriately and according to the Code of Conduct (please see Code of Conduct at the end of this handbook).
- In addition, each CTE classroom may also enforce its own unique regulations regarding appropriate dress.
- Due to safety concerns or to meet industry standards, there are no open-toed shoes allowed in any of the shop areas.
- **Please check with your teacher on classroom dress requirements specific to your trade area.**

**Special considerations related to appropriate dress are contained in the CCS Guidance.*

CELL PHONES / OTHER PERSONAL TECHNOLOGY DEVICES

Students may not make or receive phone calls or text messages during class hours (8:25 a.m. - 10:55 a.m.) and (11:55 p.m. - 2:25 p.m.). In addition, students should not be accessing social media or other sites unless it relates to classroom instruction as approved by the teacher. Emergency phone calls may be made from the principal's office. **Please do not leave your cell phone or other personal technology unattended at any time.** Personal student technology is only to be used outside of the buildings, unless authorized by the classroom teacher for instructional use. Headphones may not be worn in the classroom unless authorized by the teacher. **The Center for Career Services cannot be held responsible for the loss of any student's personal property, including personal technology devices.**

Students may be permitted to use their cell phone / other personal technology devices for educational purposes, at the discretion of the teacher. Repeated unauthorized cell phone use will result in a parental conference and may lead to disciplinary action.

COMPUTER USAGE

Students may be permitted to use computers or other school owned technology as a part of their coursework. It is the student's responsibility to safely use this equipment and return the device to the teacher at the end of the session.

COMPUTER LOGINS / GOOGLE ACCOUNTS

Students who agree to the acceptable use policy (please refer to pages 27-32) will be given student network accounts to access school owned technology and the network. In addition, students will be granted a google account (name@student.swboces.org) and may be asked to use this account to access course materials. Login information will be provided by the classroom teacher.

How to reset your password:

PASSWORD RESET AND MAINTENANCE FOR STUDENTS

We have reset the passwords for all students to the default of **Welcome82** for the start of school. Any student who is connected remotely to our teachers in your program can go to the https://reset.lhric.org website to change their password. Directions are attached on how to access and register. Students in the building can change their password on any PC they login to. They will be prompted to do so. Students who are remote need to change their password before they will be able to access Google by using the weblink above and the directions attached. Contact the LHRIC Help Desk at Extension 3002 if there are any questions. See the process below:

Start of School Passwords:

1. You will not have to call the Service Desk to have student accounts created.
2. All accounts are created via their enrollment in eSD.
3. For all of Career Services, the default password is "**Welcome82**".
4. Teachers can work with their students to change their password and record it. The tech department and the LHRIC do not record or keep records of passwords for any user.
5. If a student forgets their password, they can go to https://reset.lhric.org to reset it. Otherwise, this will require a Service Desk incident to be entered in order to have the password reset.

Below is the link to the screen share that I recorded on how to locate your student's account. Hold down the "CTRL" key and click on the link to view the video.

Student e-mails in eSD

HANDLING EQUIPMENT

- All students will receive training from the teacher on safe equipment use. Students will not use equipment that they have not been trained on.
- All equipment is to be used only when directly authorized by the teacher.
- Students are not authorized to modify any equipment, or remove any safety guards, in any way.
- Safety glasses are to be worn at all times when using equipment. Students will be responsible for any damages to equipment due to improper use.

IF YOU GET HURT

Students are obligated to report any injury while at the Center for Career Services to their teacher. If you get hurt, tell your teacher immediately as you may need some help or attention. If required, your teacher will send you to the nurse. In the event you are injured your parent / guardian will be informed and your teacher or nurse will fill out an incident report for your protection.

In the case of a serious emergency, you may be transported to Westchester County Medical Center or other area hospital. Please be sure to have the **Emergency Medical Release Form** (located at the end of this handbook) completed and turned in to your teacher.

LOCKERS

In some programs you will be assigned your own locker to store your work clothes, boots, etc. It is for your use only. Since lockers are the property of the school, **lockers may be routinely inspected at any time**. **Student locks need to be removed at the end of the school year in order to ensure lockers can be cleaned. Locks not removed will be cut off.** Students must provide their own locks and give a key or combination to the teacher. The school is not responsible for items taken from lockers.

MEDICATIONS

Use or sharing of any over the counter medication or prescription medication is strictly **prohibited**. In cases where medication is medically indicated, the following will occur:

- Medication must be brought to the nurse, along with a written order from the physician.
- Medication will be dispensed personally by the nurse or by the administrator's designee.
- Any over the counter or prescription medication that is not properly authorized will be confiscated.
- Parents will be notified and required to pick up medication.

PASSES

Students must have a pass signed by their teacher when leaving the classroom while in session for any reason. This includes the cafeteria, bathroom, telephone, office, counselor, etc.

SPECIAL CONSIDERATIONS IN RESPONSE TO COVID-19

Please refer to the Addendum for special considerations, procedures changes, and additional updates in accordance with the SWBOCES Reopening Plan. The full SWBOCES Health and Safety Guide can be found here: https://www.swboces.org/ and additional information, forms, etc. can be found on the CCS webpage here: https://careers.swboces.org/

TEXTBOOKS / ONLINE RESOURCES

You may be given textbooks and other materials. You will be held responsible for any damages to materials.

In addition to textbooks, some programs use online resources such as web-based texts, instructional software, and other digital media. Many of these web-based products can also be accessed from home. Your teacher will review the classroom materials and procedures available to you.

COLLEGE & CAREER READINESS

ADDITIONAL CTE TRAINING

Most of our students continue their CTE education at the post-Secondary level. Your counselor at the Center for Career Services can help inform you of available options as their expertise are vocational education training programs. At different times, your counselor may invite representatives from various colleges and post-secondary training programs to speak to interested students. Field Trips may also be made available to vocational schools and other trade-related facilities. Please take advantage of these informational sessions as you plan your future career path.

ARTICULATION AGREEMENTS

In addition to earning high school credits, many of our courses give our students the opportunity to gain college credits. These agreements with post-secondary schools are called "Articulation Agreements." Please speak to your teacher or counselor about the opportunities available in your Career and Technical Education program.
Please refer to the CCS website under the Counseling and Career link for articulation agreements by program.

CAREER PLANNING

A very important part of your preparation for the world of work is to carefully plan and gain the know how to seek, secure, and maintain your job. You will be assigned a counselor at the Center for Career Services who will help you develop a career plan. All graduating seniors are required to complete a Career Plan as part of their CDOS Commencement Credential requirement. Your counselor will work closely with your teachers to help you identify your occupational interests and strengths. Counselors are also available to assist students with academic, Career and Technical Education and personal/social problems. Your counselor will also be in contact with your home school counselor.

HIGH SCHOOL CREDIT

Your Career and Technical Education (CTE) program is designed to teach you many important skills required in future employment. In addition to acquiring job skills, you may earn up to four (4) high school credits each year you attend – at the discretion of your home school district.

Many of our CTE classes have Integrated Academic credits that are dependent upon program of study. For example; all CTE programs in the Secondary Day division offer Integrated English (1credit) which is earned after the successful completion a two-year program. To be eligible to receive this credit, you must pass your English Regents exam and the CTE course. There is also Integrated Math and Science credits available in designated programs.

TRANSITION SPECIALIST

Transition services are a set of coordinated activities designed to be a results-oriented process that facilitates the successful movement from school to postsecondary living. These activities are based on the student's needs, strengths, preferences, and interests. Transition services include instruction, related services, community experiences, the development of employment and other post-school living objectives and, when appropriate, daily living skills. The Center for Career Services has a Transition Specialist available to assist students in the planning and implementation of services that will enable students to successfully transition from school to the world of work and/or living independently. The Transition Specialist will also assist students to apply for ACCES- VR and OPWDD Services (if applicable). The Transition Specialist will act as a liaison between the home school district and The Center for Career Services to ensure that students receive the proper Transitional Services required to help them to successfully transition to postsecondary living.

WORK BASED LEARNING

Work-based learning is a term that applies to a broad array of learning experiences, from career awareness and exploration to career development and application. Work-based learning is defined as learning activities that take place in the *workplace or in the school in collaboration with the community to provide a service or produce a product that meets industry standards. The successful design and implementation of WBL experiences require the collaboration of education and business and industry stakeholders.

Work-based learning can include several different activities, which can be arrayed along a continuum from short-term introductory experiences to longer-term more intense ones, including paid work and formal training. Activities such as job shadowing, community service/ volunteering, career-focused research projects, school-based enterprises, and community-based work programs are considered career awareness and exploration experiences. Clinical experiences (in health sciences programs) and the registered WBL programs are examples of career exploration, development, and application activities. All of these WBL experiences enable students to observe and experience the knowledge, skills, and training needed to succeed in a specific career pathway.

WORK BASED LEARNING BENEFITS FOR STUDENTS

- Provides opportunities to apply classroom learning to workplace experiences
- Establishes clear connections between education and worksite career applications
- Creates opportunities for exploration of possible careers
- Increases motivation to stay in school by making education more relevant
- Improves awareness of post-secondary opportunities
- Increases technical skills through their application in authentic tasks
- Promotes the practice of positive work habits
- Increases understanding of workplace expectations and skills needed
- Enhances general workplace competencies, such as communication, teamwork, and project planning
- Allows observation of work ethics of employer and employees
- Establishes professional contacts for future employment and mentoring

The Center for Career Services currently has a Work Based Learning Coordinator who is responsible for coordinating Work Based Learning experiences for the students who are enrolled in all the CTE Programs. The internships can be either on or *off campus. The internships can be during the school day or after school and on weekends. The Center for Career Services will provide students with transportation for internships that are during the school day. If there are any students who are interested in Work Based

Learning experiences, please contact the Work Based Learning Coordinator to discuss the types of internships that are currently available.

WORK EXPERIENCE

Some second-year students are allowed to mix outside work with their classroom training. This is called Work Experience - Capstone. The Work Based Learning Coordinator will meet with programs to discuss various work opportunities available to students. They will assist in connecting to students to possible avenues of employment.

Qualified students may be placed in jobs or internships for which they are trained. These students still come to the Center for Career Services when they are not working. In order to be considered "qualified", you have to be approved by your teacher and be considered reliable and competent through your record of attendance and performance.

STUDENT LEADERSHIP & ORGANIZATIONS

HEALTH OCCUPATIONS STUDENTS OF AMERICA

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps students' find success in today's highly competitive workplace. NTHS also awards an increasing number of scholarships each year to its members. In order to qualify to be selected as a candidate for NTHS students must:

- Have a cumulative CTE average of 88 or higher
- No more than six (6) absences per quarter
- No suspensions

For additional information on the NTHS, please ask your teacher or a NTHS Student Representative or visit their website at: https://www.nths.org/

SKILLS USA

Your entire experience in Career and Technical Education is meant to teach you about the world of work. This is even taught when the students are having fun in extracurricular activities.

SKILLS USA is an organization specifically geared for students of occupational education. As a member of this organization, you will be involved in many school-related, industry-related, and civic activities that promote teamwork and leadership, as well as new friendships. You may be involved in a toy drive for disadvantaged youths. You may be a leader in organizing a school fair. You may be a key member in implementing a new student activity. You are an important part of the SKILLS USA team here at our school.

Another benefit of your membership in SKILLS USA is that you are eligible to demonstrate your skills in competitions related to your field of study. There are regional, state, and national competitions that you may have an opportunity to participate in. During these competitions, you will demonstrate your skills against other students from other schools. In the past, our school has had winners in each of these prestigious events. Many of these winners receive tools, grants, and scholarships.

We look forward to your participation in SKILLS USA. If you have any questions about SKILLS USA, please ask your teacher or a SKILLS USA Student Representative or visit their website at http://www.skillsusa.org

STUDENT REPRESENTATIVES

Selected students will have the opportunity to meet with CCS Administrators on a quarterly basis to provide feedback on campus-wide issues. These selected students will represent the student body in some aspects of the CCS decision-making process.

STUDENT OF THE QUARTER

During the course of the school year, each CTE teacher will have the opportunity to select one student whose work ethic and class participation goes above and beyond. The Student of the Quarter from each CTE program will be recognized for their effort and the home district will be notified of this achievement.

SW BOCES RECOGNITION YEARBOOK CLUB

Students will work together to create a booklet that highlights the program completers accomplishments.

RECOGNITION CEREMONY

In June, the Center for Career Services holds an annual Recognition Ceremony to honor students that have completed their vocational programs. Each student is recognized by name, they cross the stage to receive a certificate of completion and various awards are given out during the event. This ceremony is similar in format to a graduation in the home district. Invitations to the Recognition Ceremony will be given to eligible students and their respective guests in May.

VALEDICTORIAN AND SALUTATORIAN

A valedictorian and salutatorian will be selected for the Center for Career Services campus. The valedictorian and salutatorian will be selected based on the criteria listed below.

CRITERIA FOR VALEDICTORIAN

- Must have attended CCS for two years
- Highest 2-year GPA
- Passing of NOCTI or other industry certification assessment
- Attendance - at least 95% attendance rate
- Participation in campus activities
- No disciplinary action taken against student
- Induction in National Technical Honor Society

CRITERIA FOR SALUTATORIAN

- Must have attended CCS for two years
- Second highest 2-year GPA
- Passing of NOCTI or other industry certification assessment
- Attendance - at least 95% attendance rate
- Participation in campus activities
- No disciplinary action taken against student
- Induction in National Technical Honor Society

NON-DISCRIMINATION POLICY

Non-Discrimination Statement of Southern Westchester BOCES

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status.

This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

CIVIL RIGHTS COMPLIANCE OFFICERS

Suzanne Doherty Director of Human Resources 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org	Stephen Tibbetts Assistant Superintendent for Business & Administrative Services 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org

Complaints can also be filed directly with:

US Department of Education Office of Civil Rights
New York Office
32 Old Slip, 26th Floor
New York, NY 10005-2500
(646) 428-3800 (tel)
(646) 428-3843 (fax)
Email: OCR.NewYork@ed.gov

SEXUAL HARASSMENT

A student can be subject to sexual harassment by any individual who might come in contact with the student in a school building, on school grounds or at school activities. Southern Westchester BOCES has designated two Compliance Officers to carry out the responsibilities associated with sexual harassment complaints.

Southern Westchester BOCES does not discriminate on the basis of sex in the educational programs or activities which it operates as required by Title IX nor does it permit the sexual harassment of students (or employees). All reports of sexual harassment will be held in confidence.
Students who believe they have been subjected to sexual harassment are to report the incident to the Compliance Officer(s).

Upon receipt of the complaint, the Compliance Officer(s) shall conduct a prompt, thorough and impartial investigation of the allegation. The student will be notified of the outcome of the investigation.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity for All Students Act is legislation that was signed into law by the New York State Education Department on September 13, 2010 and took effect on July 1, 2012.

New York State's **Dignity for All Students Act (The Dignity Act)** seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Center for Career Services has designated the following staff member the Dignity Act Coordinator:

- Eileen Yip, School Social Worker (914) 761-3400, ext. 2204 eyip@swboces.org

Please report any and all instances of alleged bullying, harassment, etc. to the attention of the Dignity Act Coordinator for further investigation. Please refer to the **Code of Conduct** or the following website for additional information: http://www.p12.nysed.gov/dignityact/

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES

Statement of Overall Objectives

The SWBOCES Board will develop, review annually and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

a) To increase school completion for all students;

b) To raise student achievement and close gaps in student performance;

c) To identify attendance patterns in order to meet the needs of our students;

d) To account for every student for safety and other concerns. To identify attendance patterns in order to design attendance improvement efforts;

e) To verify that individual students are complying with education laws relating to compulsory attendance; and

f) To provide accurate attendance information to the component districts for the purpose of compliance with compulsory education laws as well as determining the districts' average daily attendance.

Description of Strategies to Meet Objectives

SWBOCES will:

a) Maintain a Comprehensive Student Attendance Policy;

b) Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student;

c) Enter attendance into a data management system;

d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems; and

e) Develop early intervention strategies to improve school attendance for all students.

Definitions

a) Pupil - Any person enrolled in any public or private school.

b) Register of Attendance - Any written or electronic record maintained for the purpose of recording attendance, absence, tardiness or early departure during the course of a school day.

c) Schedule of Instruction - Every period a pupil is scheduled to attend actual instruction or supervised study during a course of a school day during the school year.

d) Teacher - A member of the teaching or supervisory staff of the school.

e) Employee other than a teacher - A person other than a teacher employed in a position appropriate for the maintenance of pupil records.

EXCUSED AND UNEXCUSED ABSENCES, TARDINESS, AND EARLY DEPARTURES

Absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

Excused

a) Personal illness with written parental excuse

b) Illness or death in the family with written verification

c) Medical appointments with written verification

d) Administrative approved educational trips

e) Impassable roads due to inclement weather

f) Religious observance

g) Quarantine

h) Legal appointments with written verification

i) Administrative approved college visits

j) Administrative approved cooperative work programs or internship experience

k) Military obligations previously approved

l) Other reasons approved by the Board

Unexcused

a) Any reason for lack of attendance if it does not fall into the above categories.

b) Examples would include, but are not limited to, truancy, "cutting" a class, family vacation, hunting or fishing, babysitting, haircut, obtaining a learner's permit, road test, oversleeping. Truancy means any student absence from SWBOCES that is unexcused or unauthorized.

c) No excuse or note from parent/guardian after (3) three days.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commission of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established SWBOCES/building procedures. Absences from Career and Technical Education,
a.m. or p.m., will be reported to our component schools as soon as possible after the start of class. The SWBOCES will assist in the follow-up of students. At the beginning of the school year, the SWBOCES will confer with each component school to establish procedures to ensure accurate attendance records.

Student Attendance/Course Credit Recommendations

For each marking period a percentage of a student's final grade will be based on classroom participation, as well as, the student's performance on homework, tests, papers, projects, etc., as determined by the classroom teacher. For purposes of this policy, classroom participation means a student is in class, prepared to work, and is productive during class.

Students are expected to attend all scheduled classes. Unexcused student absences, tardiness, and early departures will affect a student's grade for the marking period, including grades for classroom participation.

At the middle school / senior high school level, any student with more than fifteen percent (15%) absences in a course (based on the SWBOCES Career and Technical Education calendar year) may not receive recommendation for credit for the course or a Certificate of Completion. Students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work shall not be counted as an absence in determining the student's eligibility for course credit. SWBOCES procedures will specify how student tardiness and early departures will be calculated and factored into the SWBOCES minimum attendance standard. Tardiness and early departures are tracked on the computerized student information system.

For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or

b) Working pursuant to an approved internship program; or

c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the Career and Technical Education Center and/or Special Services Center. A student will have five (5) calendar days to turn in assigned make-up work to their teacher.

Parents/persons in parental relation and students will be informed of this SWBOCES policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the recommendation for denial of course credit to the student for insufficient attendance. The following guidelines shall be followed:

a) SWBOCES Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in SWBOCES as part of the student Code of Conduct;

b) The Attendance Policy will also be included in parent/student handbooks;

c) At appropriate intervals, a designated staff member(s) will notify the component school district and the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit for success in the program. If the parent/person in parental relation cannot be reached by telephone, a registered letter shall be sent detailing this information;

d) A designated staff member will review the SWBOCES Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures prior to denial of course credit. Appropriate student support services may be implemented or referral to appropriate community agencies or the component schools prior to the recommendation for denial of course credit for insufficient attendance by the student; and

e) An attendance committee will be established by the SWBOCES to review attendance cases when necessary.

Notice of Students Who are Absent, Tardy or Depart Early Without Proper Excuse

3-7 days Teachers will be responsible for early intervention and should make referrals to the school counselor and Building Principal / Supervisor when patterns arise. The Building Principal /Supervisor must be involved if a student misses 7 or more days in an academic quarter. Intervention strategies will be employed by teachers and other school employees to address patterns of absences, tardiness, or early departures. Each student's situation will require strategies tailored to their needs and situation.

10 days Parent or person in parental relationship and sending district will be notified by letter.

15 days Student will have a conference with a member of the Attendance Committee. A contract will be drawn up with the student stating, "No certificate of completion or credit will be given if you continue to miss more school days." A plan will be developed to help ensure a positive response is reached to this problem.

20 days Student and parent/person with parental relation will have a conference with the Attendance Committee to discuss the situation and review possible consequences and strategies to work with the family.

The component school district will be notified of our recommendation to deny credit for the course and/or the loss of obtaining a Certificate of Completion from SWBOCES. A plan for the student will be formulated and put in place.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the Southern Westchester BOCES Code of Conduct.

Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated SWBOCES personnel will pursue the following:

a) Notification by designated staff member(s) by telephone to the parent/persons in parental relations or to the student's home district if the student attends a SWBOCES program for less than a full school day, of any student's absence or tardiness. Messages will be left for the parent/person in parental relation if contact is not made. Documentation of all successful and unsuccessful contacts regarding absences will be maintained. Extended absences/tardiness will be followed up with written notice and copies sent to the home school with a conference involving all parties when necessary. Requests for early dismissal must be verified by designated staff member prior to granting approval.

b) There will be identified milestones for attendance to determine students with attendance concerns. These milestones will be accompanied by prescribed interventions which are defined by each program (i.e., certified letter; home visit by counselor; referral to counseling/court; District involvement, etc.).

c) Designated staff person, under the supervision of the program administrator, will monitor and be able to report regarding program procedures and implementation of these procedures.

Appeal Process

A parent/person in parental relation may request a building level review of his/her child's attendance record.

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (CONT'D.)

Building Review of Attendance Records

The Building Principal/Supervisor will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness, and early departures.

Annual Review by the Board

The Board shall designate center directors to annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy as deemed necessary to improve student attendance.

Community Awareness

The Board shall promote necessary community awareness of the SWBOCES Comprehensive Student Attendance Policy by:

a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;

b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and

c) Providing copies of the policy to any other member of the community upon request.

Comprehensive Student Attendance Policy For Special Education Students Housed in Component Facilities

Students housed in component school facilities will be subject to the attendance policy of their home school district.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

Adopted: 6/23/10

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board of Education will provide access to various computerized information resources through the BOCES computer system ("BCS" hereafter) consisting of software, hardware, devices, computer networks and electronic communications systems. This may include access to email, "on- line services" and the Internet. It may also include the opportunity for some students (“student” refers to those enrolled in BOCES programs grades K-12 or Adult Education) to have independent access to the BCS from their home or other remote locations. All use of the BCS, including independent use off BOCES premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the BOCES.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the BCS and also to give students and parents/guardians notice that student use of the BCS will provide student access to external computer networks not controlled by the BOCES. Southern Westchester BOCES puts forth the best effort possible to protect students from inappropriate content at all times. However, the BOCES cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable by parents/guardians for student use or access. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the BCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device, on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any BOCES activity shall apply to use of the BCS. This policy does not attempt to articulate all required and/or acceptable uses of the BCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

BOCES students shall also adhere to the laws, policies and rules governing computers and/or network use including, but not limited to, copyright laws, rights of software publishers, license agreements and rights of privacy created by federal and state law.

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY) (CONT'D.)

Students who engage in unacceptable use may lose access to the BCS in accordance with applicable due process procedures, and may be subject to further discipline under BOCES policy and the *Code of Conduct*. The BOCES reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys BOCES property and/or its computer networks. Further, BOCES may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys BOCES property and/or its computer networks pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas, like school lockers, are BOCES property. As such, these areas are subject to control and inspection by the BOCES. The BOCES may access all such files and communications without prior notice. Students should **NOT** expect that information stored on the BCS will be private. Students have no expectation of privacy in any information or files in the BCS, including, but not limited to, in BOCES computers/devices, in its email system or in its network in general.

Rules of Conduct and Compliance

Students who violate this Acceptable Use policy and/or its accompanying regulations may have their access rights suspended or revoked by the BOCES. In addition, disciplinary action may be taken as permitted by applicable law and the Code of Conduct. List of non-exhaustive examples of prohibited uses of the BCS are provided in Regulation 7315R.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable student conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the BCS.

This Acceptable Use Policy is subject to change. The BOCES reserves the right to restrict or terminate BCS access at any time for any reason. The BOCES further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the BCS and to monitor acceptable use.

Disciplinary penalties will be determined in accordance with applicable law and the Code of Conduct. However, by signing the Consent Form to this Acceptable Use Policy, students agree that suspension or revocation of access will be determined by the network administrator, acting in consultation with Building and BOCES-wide administrators.

The Consent and Waiver Agreement must be signed and returned by the student as a condition of use of and access to the BCS.

Notification

The BOCES Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the BOCES requirements, expectations, and students' obligations when accessing the BCS.
Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering Policy
Code of Conduct

Adoption Date 09/28/2016

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY) (CONT'D)

Program Implementation

The BOCES recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the BOCES will provide access to various computerized information resources through the BOCES's computer system (BCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WiFi" and the "Internet." The BOCES shall provide personnel support for such usage.

The BCS is for educational and/or research use only and must be consistent with the goals and purposes of the BOCES. The standards of acceptable use as well as prohibited conduct by students accessing the BCS, as outlined in BOCES policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the BOCES's Code of Conduct also apply to student access to the BCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing BOCES students of rules and regulations governing student access to the BCS.

In order to match electronic resources as closely as possible to the approved BOCES curriculum, BOCES personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the BOCES curriculum. As much as possible, access to the BOCES's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY) (CONT'D.)

Standards of Conduct Governing Student Access to the BOCES Computer System

Inappropriate use of the BCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The BCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the BOCES may be provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the BOCES's computerized information resources are responsible for their behavior and communications over the BOCES computer network. It is presumed that users will comply with BOCES standards and will honor the agreements they have signed.

Student data files and other electronic storage areas are treated like school lockers. Such areas are BOCES property and subject to the BOCES' control and inspection. The computer coordinator may access all such files and communications without prior notice. Students should **NOT** expect that information stored on the BCS will be private as there is no expectation of privacy to such information.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the BCS which violates any aspect of the BOCES Acceptable Use policy the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with the law and the BOCES Code of Conduct. In addition to the BOCES' general requirements governing student behavior, specific activities shall be prohibited by student users of the BCS including, but not limited to, the following:

1) Using the BCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
2) Use of obscene or vulgar language.
3) Harassing, insulting, bullying, threatening or attacking others.
4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5) Using unauthorized software on the BCS.

6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
7) Violating copyright law, including the illegal file sharing of music, videos and software.

8) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
9) Using unauthorized software on the BCS.

10) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
11) Violating copyright law, including the illegal file sharing of music, videos and software.

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY) (CONT'D.)

12) Employing the BCS for non-educational, commercial purposes, product advertisement or political lobbying.
13) Disclosing an individual password to others or using others' passwords.

14) Transmitting material, information or software in violation of any BOCES policy or regulation, the BOCES Code of Conduct, and/or federal, state and local law or regulation.

15) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

16) Accessing personal, interactive sites (such as Pinterest, Facebook, Twitter, LinkedIn, Flickr blogs, etc…) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.

17) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.

18) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts and email are to be used only by the authorized owner of the account. Any user of the BCS that accesses another network or computer resources shall be subject to that network's acceptable use policy.

If a student or a student's parent/guardian has a BOCES network account, a non-BOCES network account, or any other account or program which will enable direct or indirect access to a BOCES computer, any access to the BCS in violation of BOCES policy and/or regulation may result in student discipline. Indirect access to a BOCES computer shall mean using a non-BOCES computer in a manner which results in the user gaining access to a BOCES computer, including access to any and all information, records or other material contained or stored in a BOCES computer.

Sanctions

1) Violations may result in suspension and/or revocation of student access to the BCS as determined in accordance with appropriate due process procedures.

2) Additional disciplinary action may be determined at the building level in accordance with the law and the BOCES Code of Conduct.
3) When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the BCS identifying a security problem on the BOCES's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the BCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the BCS. Further, any violations regarding the use and application of the BCS shall be reported by the student to the teacher in charge.

Notification

The BOCES's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the BCS.

Adopted 09/28/2016

SW BOCES ACCEPTABLE USE POLICY: TECHNOLOGY AND THE INTERNET: STUDENTS

The following Policy must be agreed to by the students and his/her parent, person in parental relation or legal guardian before access will be provided to SWBOCES computer and Internet facilities. Use of such facilities after receipt of this Policy is deemed to constitute agreement.

INTRODUCTION

SW BOCES furnishes computers and provides access to the Internet in order to support learning and enhance instruction. By providing access to the Internet, a vast information highway connecting thousands of computers all over the world, SW BOCES intends to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

However, SW BOCES also recognizes that with this access comes the availability of material which is unrelated to scholarship, and which in many instances is inappropriate for places of learning, and is inappropriate for young people in particular.

For this reason, some resources such as e-mail and discussion groups are only to be used under direct supervision by faculty, and will be limited to teacher-directed projects. In addition, SW BOCES has taken precautions to restrict access to questionable materials, but students and parents need to know that it is impossible to control all materials.

Much of the responsibility for appropriate use of the Internet must rest on students themselves. Therefore, SW BOCES requires that students act responsibly by reading and following the policies outlined below.

In compliance with the Children's Internet Protection Act, SW BOCES has taken precautions to restrict access to questionable materials, but students and parents need to know that it is impossible to control all materials. BOCES' course of instruction regarding technology/digital equipment will include safety, cyber-citizenship, and appropriate digital behavior.

Parents and students must understand if procedures and policies are not followed for the use of technology, students may lose access privileges and there may be consequences.

APPLICABILITY AND GENERAL PRINCIPLES

These policies apply to all students who gain access to the Internet via computer equipment and/or access lines located in SW BOCES. This includes any remote access which students may gain from off-site, but which involves the use of SW BOCES sites, servers, intranet facilities, email accounts or software.

All access to and use of the Internet must be for the purposes of education and research consistent with the educational goals of SW BOCES. Students must make efficient, ethical and legal utilization of network resources. Students must be aware that material created, stored on, or transmitted from or via the system is not guaranteed to be private. In addition to the fact that the Internet is inherently insecure, SW BOCES network administrators may review the system at any time to ensure that the system is being used properly. For this reason, students should expect that e-mails, materials placed on personal Web pages, and other work that is created on the SW BOCES network or using SW BOCES equipment may be viewed by a third party and is subject to this policy.

External access will be provided to authorized users by the assignment of unique log-in identification codes ("usernames" and passwords) and, where appropriate, with limited hard disk space on SW BOCES hardware, for their own individual use. Authorized users will be personally responsible for maintaining the integrity of the SW BOCES access policy, and may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party.

Usernames and passwords will be furnished subject to the provisions of this Policy, and such updates or modifications as may hereafter be promulgated.

Users must respect the integrity and security of the SW BOCES systems and network, and the access rights, privacy and reasonable preferences of other users. The SW BOCES reserves the right to limit access time and disk space in order to optimize an equitable allocation of resources among users.

The SW BOCES makes no warranties of any kind, whether express or implied, for the service it is providing. It is not responsible for any damages, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions, whether caused by the SW BOCES negligence, or by a user's errors or omissions. Information obtained from the Internet is used at the user's (student's) own risk, and the SW BOCES specifically disclaims any responsibility for the accuracy or quality of information obtained by students via access provided by or through the SW BOCES.

The following policies are intentionally broad in scope and, therefore, may include references to resources, technology and uses not yet available.

RULES OF CONDUCT AND COMPLIANCE

This Acceptable Use Policy is part of the SW BOCES Code of Conduct, and the responses and consequences set out in the Code of Conduct will apply if a student acts in violation of this Acceptable Use Policy.

Students who violate this Acceptable Use Policy may have their access rights suspended or revoked by the network administrator in accordance with applicable due process rights. In addition, because the SW BOCES information networks and systems are used as part of the educational program, the Southern Westchester BOCES Code of Conduct also applies to any and all network activities.

Except as otherwise indicated below, all policies and prohibitions regarding users of the network also apply to users of individual SW BOCES computers, digital and electronic equipment.

a) The network may not be used to download, copy, or store any software, shareware, or freeware. In order to avoid copyright issues, this prohibition applies to any such downloading, copying or storage, regardless of copyright status, unless approved by a network administrator. Moreover, only the network administrator is authorized to consent to the terms of any software license with respect to downloaded programs.

b) No user may add any software or application to a SW BOCES computer or to the network without the prior approval of the appropriate faculty member/administrator (in the case of an individual computer) or the network administrator (in the case of the network).

c) The network may not be used for any commercial purposes, and users may not buy or sell products or services through the system.

d) The network may not be used for advertising, political campaigning, or political lobbying.

e) The network may not be used for any activity, or to transmit any material, that violates United States, New York State or local laws. This includes, but is not limited to, fraudulent acts, violations of copyright laws, and any threat or act of intimidation or harassment against another person.

f) The SW BOCES is a place of tolerance and good manners. Use of the network or any SW BOCES computer facilities for cyber-bullying, bullying, harassment, intimidation, hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group or harassing any person or group by reason of race, color, religion, national origin, ethnic group, religion and religious practices, sex, gender, sexual orientation, mental and physical abilities, disability, or any other category protected by federal and state law is strictly prohibited.

g) Network users may not use vulgar, derogatory, or obscene language.

h) Network users may not post anonymous messages or forge e-mail or other messages.

i) Network users may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log on to their own accounts. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. However, students must be aware that any information stored on or communicated through the SW BOCES network may be susceptible to "hacking" by a third party.

j) Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator. Likewise, use of the network to access or process pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.

k) Users may not access newsgroups, chat rooms, list servers, or other services where they may communicate with people outside of the SW BOCES (specifically including e-mail) unless they are supervised by a teacher and have been given explicit approval to do so (e.g., "keypal" interactions for a particular class).

l) Users may not engage in "spamming" (sending irrelevant or inappropriate electronic communications individually or en masse) or participate in electronic chain letters other than for official SW BOCES purposes.

m) Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to criminal prosecution as well as to disciplinary action by the SW BOCES. This includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging any files; altering the system; using the system to make money illegally; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any SW BOCES property.

n) Users may not intentionally disrupt information network traffic or crash the network and connected systems. They must not download, degrade, disrupt or save excessively large files without the express approval of the network administrator. Users may not add any software or applications to the SW BOCES' network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator.

o) As is the case with all student work, users may not plagiarize, which is a serious academic offense. Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit must always be given to the person who created the article or the idea. A student, who by cutting and pasting text or data, leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism.

p) Users must comply with the "fair use" provisions of the United States Copyright Act of 1976.

q) "Fair use" in this context means that the copyrighted materials of others may be used only for scholarly purpose and that the use must be limited to brief excerpts. The SWBOCES' library professionals can assist students with fair use issues.

r) Users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder. Software must be purchased or licensed before it can legally be used.

s) Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Use of SW BOCES printers and paper must be reasonable.

t) Users must behave properly in any computer lab setting. Normal rules of classroom decorum and complacence with instructions from faculty and administrators will apply.

VIOLATIONS AND CONSEQUENCES

Responses and consequences of violations include but are not limited to:

a) Suspension or revocation of information network access;
b) Suspension or revocation of network privileges;
c) Suspension or revocation of computer/electronic/digital access;
d) Suspension from school;
e) Criminal prosecution.

Repeated or severe violations will result in more serious penalties than one-time or minor infractions.

In addition, SW BOCES will seek monetary compensation for damages in appropriate cases.

This Acceptable Use Policy is subject to change. SW BOCES reserves the right to restrict or terminate information network access any time for any reason. SW BOCES further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the network and to monitor acceptable use. SW BOCES administrators will make final determination as to what constitutes unacceptable use.

Disciplinary penalties involving possible suspension from school will be determined in accordance with the Southern Westchester BOCES Code of Conduct. However, suspension or revocation of network and/or computer access will be determined by the network administrator, acting in consultation with Building and SW BOCES-wide administrators and in accordance with applicable due process rights.

DEFINITIONS

Alcohol use, possession, sale, distribution: Alcohol in any form or any amount is strictly prohibited on school grounds, in buildings, at any school-sponsored event or activity whether onsite or off-site. This includes but is not limited to liquor, malt beverages, wine or other intoxicating liquid.

Arson is defined as deliberately starting a fire by using a match, lighter or other device (including magnifying glass) to ignite combustible items with the intent to damage or destroy property of any sort.

Assault: Intentionally or recklessly causing physical injury to a person with or without a weapon. Physical injury means impairment of physical condition or substantial pain and includes (but is not limited to) such events as black eye, welts, abrasion, bruising, black/blue marks, cuts, swelling, severe headaches, joint, muscle pain; stab or puncture wound, fractured or broken bone or teeth, concussion, risk of death or disfigurement, health impairment or loss of function of any bodily organ.

Bomb, Explosive: Incendiary or explosive materials or devices or other dangerous materials that can cause physical injury or death.

Bomb threat: Telephoned, written, electronic or digital message that a bomb, explosive, chemical or biological weapon has been or will be placed on school property, including bus, buildings, grounds.

Cyber Bullying means the use of communication, digital and/or electronic devices for the purpose of bullying, harassment, intimidation, embarrassment, threats, ostracism, defamation or other negative intent.

Defamation: Demeaning or harming the reputation of a person or group of persons, including making false representation or derogatory conclusions about a person or group, may include slurs, epithets or inappropriate language.

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medic ally accepted clinical or laboratory diagnostic techniques or (b) a record of such impairment or (c) a condition regarded by others as such an impairment…(excerpted from §Ed. Law 11[4] and Executive Law §292[21]).

Disruptive students means a student of age 21 or under who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom and demonstrates a persistent unwillingness to comply with instructions of the teacher.

Drug Use, possession, distribution, and sale: It is strictly prohibited for students, staff, visitors or others to use, sell, distribute or possess substances of abuse, including illicit drugs. These substances include but are not limited to controlled substances (DEA scheduled narcotics) such as cocaine, marijuana, hallucinogens, stimulants, heroin, opiates, LSD, PCP, steroids, designer drugs. This category also includes prescription medications not in accordance with the District medication policy, look-alike drugs, synthetic marijuana and any other abusable substances.

Drug-related paraphernalia includes any device, material or instrument that on its face is used for the production, packaging, distribution or ingestion of a drug, illegal substance or prohibited substance. This includes but is not limited to rolling paper, hash pipe, roach clip, clip, water pipe, bong or other items used for any of these purposes.

False alarm: Activating a fire or disaster alarm, false reporting a fire, bomb or similar device is prohibited for students, staff or visitors.

Functional behavioral assessment means the process of determining why the student engages in behaviors that impede learning and how the student's behavior relates to the environment.

Gang-related Activities: Gangs are organized groups engaged in dangerous and often criminal activity such as vandalism, robbery or intimidation. The District prohibits possession or displaying of symbols, colors, special dress or accessories of any sort that designate membership or alliance with gangs.

Gender means actual or perceived sex and includes a person's gender identity or expression.

Harassment: Under Education Law §11[7], harassment includes conduct, verbal threats, intimidation or abuse that creates a hostile environment for a student, conduct 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 wellbeing; 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. Harassing behaviors or conduct may include but is not limited to acts based on actual or perceived characteristics of students which can include actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, gender, sexual orientation, or sex.

Hazing includes any intentional or reckless acts directed at an individual or group for the purpose of initiation, affiliation or maintaining membership in any school sponsored club, team, organization or activity. Hazing activities produce mental or physical discomfort, embarrassment or humiliation.

Indecent exposure: Revealing private parts of the body in a lewd or indecent manner.

Insubordination: Refusal to comply with reasonable directions of school staff members is a form of insubordination. Refusal to identify self upon request, refusal to comply with rules or lying to school personnel constitutes insubordination.

Intimidation: Threatening, stalking, and seeking to compel or coerce a person (or persons) to behave in a specific manner or to commit a specific act or acts. This can be verbal, electronic, written or physical or through the use of epithets or slurs. NYS VADIR defines intimidation as repeated ―threatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in written, verbal or physical conduct that threatens a person or group with harm, including intimidation through the use of epithets or slurs involving actual or perceived race, ethnicity, national origin, religion, religious practice, gender, sexual orientation, age or disability that substantially disrupts the educational process.‖

Parent means a biological, adoptive or foster parent, guardian or person in parental relation to a student.

Probable cause relates to a threshold of information that must usually be met before **police** make an arrest, conduct a search or receive a warrant: Information is reliable if it shows that it's more likely than not that a crime has occurred and the evidence sought exists at the place named in the search warrant, or that the suspect named in the arrest warrant has committed a crime.

A reasonable suspicion exists when a reasonable person under the circumstances, would, based upon specific and articulable facts, suspect that a crime has been committed.

Robbery is stealing from an individual or school accompanied by the use or threat of physical force.

School bus: is every motor vehicle owned and operated by SW BOCES or a public school district for the transportation of students, children of students, teachers and other persons acting in a supervisory capacity and a motor vehicle privately owned and operated for compensation for the transportation of students, children of students, teachers and other persons acting in a supervisory capacity to or from school or school functions.

School function: is a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

School Personnel / Staff / Employee: For the purposes of this document, the terms ―school personnel,‖ ―staff‖ and ―employee‖ refer to (a) any person receiving compensation from SW BOCES, (b) any person employed by a service provider under contract with SW BOCES to provide educational or related services to its students or personnel or (c) any person placed within the school under a public assistance employment program, pursuant to Title 9-B of Article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to SW BOCES, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

School Property refers to the space in or around any public school building or structure; any property or grounds within the real property line or boundary; athletic playing fields, playgrounds, parking lots, school busses are included.

Sexual Orientation means actual or perceived heterosexuality, homosexuality or bisexuality.

Student with a disability: For the purposes of this document, the phrase ―student with a disability,‖ means a student who, because of mental, physical or emotional reasons can only receive appropriate educational opportunities from a program of special education. This phrase does not include a student whose educational needs are due primarily to unfamiliarity with the English language, environmental, cultural or economic factors.

Theft: Stealing of property from a person or school.

Trespass: The unauthorized presence of a person in a school building or school property, at a school-related site or activity without official permission.

Vandalism is the act of damaging, defacing or destroying property belonging to the school, district or staff. This includes such items as buildings, furniture, grounds, vehicles, equipment or materials.

Violent Student: A student under the age of 21 who commits an act of violence (or attempts to commit an act of violence) upon a school employee, student or other person lawfully on school property or at a school function. In addition, a violent student is one who displays, possesses or threatens using what appears to be a weapon.

Weapon: The following constitute a weapon, as defined under state and federal law, but this definition is not all inclusive: rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun or spring gun; switchblade knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife or other dangerous knife; billy club, blackjack, bludgeon, chukka stick, metal knuckles; sandbag or sand club; sling shot or slungshot; martial arts instrument (including kung fu star, ninja star, nunchuk or shirken); explosive such as firecracker or fireworks; deadly or dangerous chemical including but not limited to strong acid or base, mace or pepper spray; imitation gun; loaded or blank cartridge or other ammunition; or any other deadly or dangerous instrument.

FORMS TO BE COMPLETED

POLICIES AND REGULATIONS SIGN-OFF

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

PARENT GUARDIAN:

PLEASE **INITIAL** EACH BOX BELOW INDICATING THAT YOU HAVE READ AND UNDERSTAND THE POLICIES AND REGULATIONS LISTED IN THE STUDENT HANDBOOK. **PLEASE SIGN & DATE WHERE INDICATED BELOW.**

- ☐ **GENERAL SCHOOL INFORMATION**
- ☐ **BUS REGULATIONS**
- ☐ **STUDENT DRIVING REGULATIONS**
- ☐ **STUDENT PASSENGER REGULATIONS**
- ☐ **CLASSROOM PROCEDURES**
- ☐ **COLLEGE AND CAREER READINESS**
- ☐ **CLUBS AND ACTIVITIES**

NON-DISCRIMINATION POLICY

- ☐ **SEXUAL HARASSMENT**
- ☐ **DIGNITY FOR ALL STUDENTS ACT**
- ☐ **ATTENDANCE POLICY**
- ☐ **ACCEPTABLE USE POLICY**
- ☐ **CODE OF CONDUCT**

STUDENT BILL OF RIGHTS
STUDENT CONDUCT
PROHIBITED CONDUCT
STUDENT SEARCHES
STUDENT DISCIPLINE / SUSPENSION
STUDENTS WITH DISABILITIES
ACCEPTABLE USE POLICY
DEFINITIONS

I HAVE REVIEWED & COMPLETED THE FOLLOWING FORMS TO MY TEACHER:

- ☐ EMERGENCY MEDICAL RELEASE FORM
- ☐ BOCES STUDENT AGREEMENT FOR USE OF BOCES COMPUTERIZED INFORMATION RESOURCES
- ☐ REFUSAL INTERNET ACCESS
- ☐ PREFERED CONTACT FORM
- ☐ PARENT/GUARDIAN NOTIFICATION FOR STUDENT USE OF BOCES INFORMATIONAL RESOURCES

ALL PERSONAL ITEMS BROUGHT IN BY STUDENTS ARE THEIR OWN RESPONSIBILITY. BOCES IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN. THIS INCLUDES CELL PHONES, IPODS, AND ALL OTHER PERSONAL ELECTRONIC EQUIPMENT

_____ _____
STUDENT'S NAME (PLEASE PRINT) **PROGRAM**

_____ _____
STUDENT'S SIGNATURE **DATE**

_____ _____
PARENT / GUARDIAN SIGNATURE **DATE**

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

PLEASE SIGN AND DATE

EMERGENCY MEDICAL RELEASE

In the event of an emergency, I understand that every attempt will be made to contact me. Should BOCES be unable to reach a parent/guardian, I hereby give permission to BOCES Southern Westchester to obtain medical and surgical treatment as necessary, for my child.

_____
Name of Student (please print)

_____
Home School (please print)

I authorize transportation to a hospital, when required, and treatment by a physician or surgeon selected by the hospital. I authorize the exchange of all pertinent information between the hospital and BOCES Southern Westchester and my child's Intermediate Care Facility (as applicable).

Furthermore, I understand that my child's Intermediate Care Facility (as applicable) will be notified immediately.

_____ _____
Signature of Parent/Guardian Date

_____
Home School (please print)

_____ _____ _____
Home Phone # Work Phone # Other Emergency Phone #

_____
E-Mail Address

Emergency Contact other than parents:

_____ _____
Name Relationship to Student

_____ _____
Phone Number Alternate Number

_____ _____
Name Relationship to Student

_____ _____
Phone Number Alternate Number

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

REFUSAL OF INTERNET ACCESS

Center for Career Services

PLEASE SIGN ONLY IF YOU DO NOT WISH YOUR CHILD TO HAVE ACCESS TO THE INTERNET SOCIAL SITES AT BOCES

Southern Westchester BOCES
Acceptable use Policy for Technology and the Internet

"NO ACCESS" NOTIFICATION

This will serve as notice that I **do not** want my child to have access to Southern Westchester BOCES computer and Internet facilities for **social sites**.

_____ _____
Student's Name (Please Print) **Date of Birth**

_____ _____
Career and Technical Program **Home School**

_____
Parent / Guardian's Name (Please Print)

_____ _____
SIGN Parent/Guardian's Name **Date**

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

STUDENT RELEASE FORM

Student's Name: _____
(Print – Full Name)

Program Student Attends: _____

Home School District: _____

Parent / Guardian Telephone #: _____

Person Student Released to: _____
Print Name

_____
Signature

_____
Type of ID Shown (Photo ID is Required)

Relationship to Student: _____

Date & Time Released: _____

Person who released student: _____
BOCES Employee Signature

SAMPLE ONLY
DO NOT
COMPLETE

PREFERED CONTACT FORM

Please provide the following information for our classroom records.

Student Name_____DOB _____

Address _____

Parent/Guardian: _____ Relationship to student_____

Parent/Guardian Address: _____

Phone (H)_____ (W) _____ (C) _____

Best time to call (Circle one) 8am-8:25 11:00-noon 2:30pm-3:00

Email _____

Parent/Guardian _____ Relationship to student_____

Parent/Guardian Address: _____

Phone (H)_____ (W) _____ (C) _____

Best time to call (Circle one) 8am-8:25 11:00-noon 2:30pm-3:00

Email _____

Emergency Contact Person

Name _____ Relationship _____

(H) _____ (C) _____

Is there any additional information you would like to share?

_____

_____

_____

_____

_____

BOCES STUDENT AGREEMENT FOR USE OF BOCES COMPUTERIZED INFORMATION RESOURCES

In consideration for the use of the BOCES Computer System (BCS), I agree that I have been provided with a copy of the BOCES policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the BOCES. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the BCS. Prior to suspension or revocation of access to the BCS, students will be afforded applicable due process rights. Such violation of BOCES policy and regulations may also result in the imposition of discipline under the BOCES school conduct and discipline policy and the Code of Conduct. I further understand that the BOCES reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the BOCES. Further, the BOCES may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy BOCES property.

_____
Student Signature

_____
School Building

_____
Date

PARENT/GUARDIAN NOTIFICATION FOR STUDENT USE OF BOCES COMPUTERIZED INFORMATION RESOURCES

I am the parent/guardian of _____ ,

the minor student who has signed the BOCES agreement for student use of computerized information resources. I have been provided with a copy and I have read the BOCES policy and regulations concerning use of the BCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the BCS will potentially allow my son/daughter student access to external computer networks not controlled by the BOCES.

I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the BOCES to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son/daughter when he/she is using the BCS or any other electronic media or communications, including my son/daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the BOCES, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the BCS in any manner whatsoever.

I agree that my son/daughter will have access to the BCS and I agree that this may include remote access from our home.

Parent/Guardian Signature: _____

Student's Name: _____

Date: _____

Addendum to Student Handbook 2022-2023