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**THE MISSION
OF THE
TOMPKINS-SENECA-TIOGA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

To identify, to propose, and to provide services for children, youth, and adults that are economical and efficient in their operation, and will complement the educational programs provided by local school districts and other agencies in our region.

**MISSION STATEMENT OF THE TOMPKINS-SENECA-TIOGA BOCES
CAREER AND TECH CENTER**

It is the mission of the TST BOCES Career and Technical Education Center, in partnership with our component schools, to provide our students the skills necessary for a successful transition to post-secondary education and meaningful life work.

Non-Discrimination Policy

The Tompkins- Seneca-Tioga Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, or weight in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The BOCES recognizes its responsibility to provide an environment free from discrimination, harassment and intimidation in the career, technical or educational programs and activities it operates.

We do not permit discrimination by employees, school volunteers, students and non-employees such as contractors and vendors, as well as any third parties participating in, observing or otherwise engaged in activities subject to the supervision of the BOCES. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to career, technical or other educational programs, courses and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings and at all school sponsored events, programs and activities including those that take place off school premises. Inquiries or complaints should be forwarded to the Superintendent of Schools.

This is in accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the

Americans with Disabilities Act, the Age Discrimination Act of 1975, and the Dignity for all Students Act of 2010.

The following person has been designated to handle inquiries regarding the non-discrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or dparsons@tstboces.org.

ACCESS

It is our continuing goal to make our campus and facilities completely accessible to the disabled. Phones and restrooms for wheelchair-bound individuals are available in the Career and Tech Office and at other points on our campus. Any staff member may give directions. If you have suggestions or comments that would aid us in assisting individuals with special needs, please tell us.

Family Educational Rights and Privacy Act (FERPA) February 1, 2006

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Tompkins-Seneca-Tioga BOCES (TST BOCES), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the TST BOCES may disclose appropriately designated "directory information" without written consent, unless you have advised the BOCES to the contrary in accordance with BOCES procedures. The primary purpose of directory information is to allow the TST BOCES to include this type of information from your child's education records in certain school publications, such as an annual yearbook, a playbill, honor roll, newsletter, graduation programs, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the NYS Education Law 2-1 and two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the TST BOCES to disclose some or all directory information from your child's education records without your prior written consent, you must notify the BOCES in writing, as shown below, within 30 days after the publication of this notice.

For students in Career and Technical Education programs, notify:

Anthony DiLucci, Director, Career and Technical Education
Powell Building, TST BOCES, 555 Warren Road
Ithaca, NY 14850 Phone: 607-257-1551, extension 259

For students in Exceptional Education programs, notify:

Tom Watts, Director of Exceptional Education
Smith Building, TST BOCES, 555 Warren Road
Ithaca, NY 14850 Phone: 607-257-1551, extension 427

For students in TST Community School, notify:

Maxine Parker, Instructional Supervisor
TST Community School, 215 Elmira Road
Ithaca, NY 14850 Phone: 607-273-9015, extension 222

TST BOCES has designated the following information as directory information:

- Student's name
- Names of student's parents
- Student's address
- Student's telephone number
- Student's date of birth
- Student's class designation (i.e., 10th grade, etc.)
- Student's extracurricular participations
- Student's achievement awards or honors
- Student's weight and height, if a member of an athletic team
- Student's photograph, including publication of the photograph on BOCES-sponsored websites
- School or school district he/she attended before he/she enrolled in the current school district

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- ⇒ It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- ⇒ It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in an ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may contact the Career and Technical Educational office.

7/12 Revised

TOMPKINS-SENECA-TIOGA BOCES Grievance Procedure for Resolving Complaints of Discrimination

Based Upon

Race, Color, Creed, National Origin, Political Affiliation, Sex, Age, Marital or Veteran Status, Disability, Religious Practice, Ethnic Group, Gender Expression, Identity, Weight or equal access to the Boy Scouts and other designated youth groups.

Level-One Procedure:

1. Any student or employee in the TST BOCES who wishes to file a grievance alleging discrimination based upon race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression, identity, weight or equal access to the Boy Scouts and other designated youth groups, must file a complaint in writing on the Discrimination Complaint Form. The Discrimination Complaint Form is available in any of the following offices: Human Resources Office, Career & Tech Administration Office, Exceptional Education Administration Office, Facilities Supervisor's Office, and the Alternative School Principal's Office.
2. The Discrimination Complaint Form must be submitted to the Director of the Department, who will immediately send it to the TST BOCES Civil Rights Compliance Officer, David J. Parsons.

3. The Compliance Officer, or his designee, will then:
 - a. Investigate, within two weeks (14 calendar days), the circumstances of the complaint; and
 - b. Render a decision, within three weeks (21 calendar days) after receipt of the complaint, and notify the Complainant; and
 - c. Provide the Complainant one week (7 calendar days) to respond to the decision before it becomes final.
4. The Complainant will either:
 - a. Accept the decision, in writing, to the Compliance Officer; or
 - b. Disagree with the decision, in writing, to the Compliance Officer.

Failure of the Complainant to respond will be interpreted as his or her acceptance of the decision. In the event that the District's Level-One Officer (i.e., the Civil Rights Compliance Officer, or his designee) is involved in the alleged discrimination, the Complainant can bypass the Level-One Procedure and proceed directly to the Level-Two Procedure.

Level-Two Procedure:

If it is necessary to bypass the Compliance Officer, or after completion of the Level-One Procedure, the Complainant can start the Level-Two Procedure by making a written request to the Compliance Officer.

1. The Compliance Officer requests the District Superintendent of TST BOCES (or his/her designee) to review the complaint.
2. The District Superintendent (or his/her designee) will schedule a meeting within two weeks (14 calendar days) of receipt of the request. The participants will include the Complainant (who may be accompanied by his or her parent(s) or guardian, if the Complainant is a minor), the Compliance Officer, and any other employees the Compliance Officer deems appropriate.
3. The District Superintendent (or his/her designee) will render a final decision within one week (7 calendar days) after the scheduled meeting. The Complainant, the Compliance Officer, and the Department Head will receive copies of the decision.

Other Channels for Filing Complaints:

Complaints of discrimination based upon sex and disability may be filed with other agencies. Since each agency has its own rules on deadlines for filing complaints, please check each agency to determine its particular rules for filing complaints. The Complainant may file a complaint of discrimination with the:

- a. U.S. Office for Civil Rights
10 Metro Tech
625 Fulton Street, 7th Floor
Brooklyn, New York 11201
718-488-3550

- b. Employees (not students) may also file a complaint of employment discrimination with the:
Equal Employment Opportunity Commission (EEOC)
New York District Office
90 Church Street, Room 1505
New York, New York 10007
212-265-7161

As detailed in Section 310 of the New York State Education Law and Part 275 of the Regulations of the Commissioner of Education, “Any person conceiving himself aggrieved may appeal or petition to the Commissioner of Education.” The address is:

New York State Commissioner of Education
The New York State Education Department
Washington Avenue
Albany, New York 12234

Although it is not legally required, complainants are encouraged to follow the school district’s grievance procedures before filing a complaint through the channels listed above.

**TST BOCES
DISCRIMINATION COMPLAINT FORM**

For filing and resolving complaints of Discrimination Based Upon Race, Color, Creed, National Origin, Political Affiliation, Sex, Age, Marital or Veteran Status, Disability, Religious Practice, Ethnic Group, Gender Expression, Identity, Weight or equal access to the Boy Scouts and other designated youth groups

Complainant's Name: _____
First Name Last Name

Complainant's Status: Student [] Employee []

Department: _____

Date of Alleged Incident: _____

Statement of Complainant: Describe your complaint (why you have been discriminated against in as much detail as possible. Include name, dates, and witnesses). Use additional pages as needed.

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Signature of Student or Employee: _____

Parent Signature (if student is a minor): _____

Date Submitted: _____

Received By: _____

Please forward to the Civil Rights Compliance Officer:
David J. Parsons
Human Resources Office

Dexheimer Bldg.

**TOMPKINS-SENECA-TIOGA CAREER & TECH CENTER
2012-2013
INSTRUCTIONAL CALENDAR**

SEPTEMBER

September 4 Tuesday – Opening Day for All Staff

OCTOBER

October 4 Thursday – CTE Parents' Open House, 6:00pm to 8:00pm
October 5 Friday – Superintendent's Conference Day
October 8 Monday – School Closed – Columbus Day

NOVEMBER

November 12 Thursday – School Closed – Veteran's Day
November 21-23 Wednesday-Friday – School Closed – Thanksgiving Recess

DECEMBER

December 24-
January 1 Monday-Tuesday – School Closed for Winter Holiday Recess

JANUARY

January 2 Wednesday – School Reopens
January 21 Monday – School Closed – Martin Luther King, Jr. Day
January 22-25 Tuesday-Friday – Regents Days

FEBRUARY

February 15-19 Friday-Tuesday – School Closed - Winter Recess

MARCH

March 14 Thursday – CTE Open House, 6:00pm to 8:00pm
March 15 Friday – Superintendent's Conference Day

APRIL

April 1-5 Monday-Friday – School Closed – Spring Recess

MAY

May 16 Thursday, CTE Recognition Ceremony – 7:00pm
May 19 Car Show – 10:00am
May 27 Monday – School Closed – Memorial Day
May 31 Friday -- World of Work Awards Picnic

JUNE

June 7 & 10 Friday & Monday – CTE Written Final Exams
June 11-20 Regents Week
June 21 Friday – Rating Day

Career and Tech Center Daily Schedule

8:30 AM – 10:30 AM -----Career and Tech Options
Math/Science Option

10:30 AM – 11:10 AM----- Extended Career and Tech
OR
Physical Education
OR
Dismiss to Home School

11:10 AM – 11:40 AM-----Lunch for Staff and Students
who remain on Campus

11:40 AM – 12:20 PM-----Extended Career and Tech
OR
Physical Education

12:20 PM – 2:15 PM-----Career and Tech Options
Math/Science Option

These times are the official starting and ending times for all classes at the Career and Tech Center. Your high school will make every effort to provide transportation that meets this schedule. You are expected to be in your class at the official start time and remain there until the teacher dismisses the class.

Instructional Calendar inserted here

ATTENDANCE

A major objective of the Career and Tech Program, whether you move on to post-secondary education or go directly to the workplace, is to prepare you for employment in the field of your choice. To do this, you will need to develop strong general and technical job skills while maintaining your focus on academics. Good attendance is extremely important in developing these skills. It is your responsibility to make the most of your education. This begins with good attendance!

Here are the attendance procedures at the Career and Tech Center:

1. Carefully check your home school attendance policy as it relates to Career and Tech class attendance. Understand that your home school may not grant you credit for your Career and Tech course if you have too many absences.
2. Attend class every day unless you have a valid reason for being absent (illness, home school testing, etc.)
3. Each time you are absent, your parent or guardian should call the Student Services secretary at ext. 272, or email her at reeves@tstbooces.org to let her know that you are going to be out that day. A written excuse must be presented to Ms. Reeves in the Student Services office in order for any absence to be considered a legal absence. At the Career and Tech Center, work ethic points determine part of your course grade. You must be here to earn these points.
4. Each time you are absent or late, you must submit a note upon your return to school that should include:
 - a) The date the note is submitted.
 - b) The date(s) of the lateness or absence.
 - c) The reason for the lateness or absence.
 - d) The signature of your parent or guardian.
5. A notice from your home school attendance officer is acceptable in place of item number 4.
6. *Excused* absences include personal illness, medical appointments, legal hearings, religious observances, illness or death in the family, and military obligations. *Unexcused* absences include truancy, shopping/vacations, oversleeping, senior day events, driving tests, hunting/fishing, birthdays, "personal," babysitting, missing the bus. Failure to document legally excusable absences within five (5) days may result in a conference with the director or his designee.
7. You are expected to be **IN CLASS** on time each day or you will be marked late.
8. You may be out of your class area only with prior approval of your Career and Tech teacher.

Note: New York State distinguishes between excused and unexcused absences for the purpose of awarding course credit. In addition, a school district may limit opportunities to make up credit for work missed to only those students with excused absences.

MAKE-UP WORK

Make-up work will be offered to students who miss school for legal reasons; truancy does not constitute a legal reason. Should students miss class for any period of time due to a legal reason, they should consult with their teacher in an effort to make up work. Such work must not detract from the class time or the education of others.

RELEASE OF STUDENTS OTHER THAN DISMISSAL TIME

STUDENTS ARE NOT TO LEAVE CLASS OR CAMPUS FOR ANY REASON

WITHOUT PERMISSION. All early dismissals MUST be cleared first by the teacher and then by the Student Services Office. Such dismissal will be based on a WRITTEN request from the parent/guardian and/or authorization by the home school and must include the following information:

1. The reason for the early dismissal.
2. The method of transportation.
3. The time of departure.
4. The name of anyone other than your parent or guardian who will be picking you up.

In most cases, early dismissal requests will be double-checked with the parent/guardian, the home school, the medical office or all of the above.

EVALUATIONS

The ultimate factor determining your success at the Career and Tech Center is your final grade, your acceptance by a college of your choice, and/or your employability. Your teacher will be regularly evaluating you on your ability to demonstrate the general and technical job skills expected in a real work setting in your chosen field.

Periodic quizzes and tests, written and oral presentations, completed projects, and your participation in team/group demonstrations are some of the ways we will evaluate your performance. You will also be evaluated on your attitudes, work habits, attendance, technical skills and academic skills.

Career and Tech grades in both your field of study and academic courses will be calculated six times per year in equal measure from these three elements:

- Your mastery of the knowledge in your course (one third),
- Your daily work ethic in the class (one third), and
- Your skill in the practical application of the theory you've learned (one third).

Grade calculations for the New Visions programs will be based upon the mastery of knowledge (70%) and work ethic (30%).

The final grade will be the average of the marking periods and the final exam grade. Report cards will be distributed at the end of each marking period along with an

Employability Profile or Readiness Profile. Employability Progress Reports will be distributed twice a year.

STUDENT VEHICLES/PARKING ON THE TST BOCES CAMPUS

Student parking on the BOCES campus is very limited. Permission to park will be given only to those students who absolutely must drive to campus. This is generally limited to students who have a scheduling problem that is complicated by riding a school bus. Simply not wanting to ride a bus is not a “must drive” situation.

Students wishing to park on campus during school hours must have a valid operator’s license (not a learner’s permit). You must then complete the parking form available in the Career and Tech Center office. Once you have gathered all necessary signatures (parents, home school principal, Career and Tech teacher), return the form to the Career and Tech Center office for final approval. At that time, you will be issued a permit that must be properly displayed on your vehicle. Remember: parking is not automatic. You must have a need, permission, and there must be space available. Need goes far beyond the simple desire to drive to campus. Each request will be considered on its own merit and will not be honored unless there is a significant need to drive to campus. Furthermore, parking in private lots near the campus is not an acceptable alternative.

Once your vehicle is parked on campus, you may not return to it before dismissal. If it is absolutely necessary that you go to your vehicle before then, you must first get permission from your teacher.

While on campus you will be expected to obey all New York State laws and school rules dealing with driving and parking on campus. Campus security will be monitoring parking to assist you, if needed, and to help keep our campus safe, clean and secure. Violations of driving and parking laws and rules will be reported to the Career and Tech Center office for appropriate disciplinary action.

If you park your vehicle on the BOCES campus, you do so at your own risk. The TST BOCES will not be liable for any damage to personal property as a result of parking in our lot.

Your vehicle is subject to all Federal and State Constitutions and Laws of the State of New York while parked on the TST BOCES campus. **The TST BOCES administration reserves the right to search any vehicle as defined in the Code of Conduct if reasonable suspicion exists.** Vehicles parked illegally may be subject to towing at the owners expense.

STUDENT SERVICES

Our Student Services team is available to assist students with the following:

- COURSE CHANGES
- COUNSELING SERVICES
- COLLEGE INFORMATION
- CAREER INFORMATION
- INTERNSHIPS
- ALUMNI FOLLOW-UP

THE NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. More than 2500 schools and colleges throughout the United States and its territories are affiliated with the society. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

Student Membership Benefits

- Membership recognition
- Online educational and career resources
- NTHS scholarship eligibility
- Letters of recommendation for employment, college admissions, and scholarship applications
- Potential recruitment opportunities
- Distinguishing commencement recognition

TST National Technical Honor Society Mission and Vision

The National Technical Honor Society's mission is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for its members.

The National Technical Honor Society's vision is to be the leader in providing recognition for excellence in career and technical education, and creating significant occupational opportunities for America's top workforce education students.

Membership Selection Criteria

- Maintain a Career and Technical Education academic average of 90% or higher
- Maintain a home school academic average of 85% or higher
- Attendance criteria of missing 6 days or less for the school year
- Absence of discipline suspensions/referrals (in overall scholastic programs)

- Recommendation from a Career and Technical Education teacher
- Recommendation from a home school teacher or counselor

LOCKERS AND PERSONAL PROPERTY

Lockers are assigned to students in order to secure personal belongings. You should have no expectation of privacy associated with lockers, however, as they remain the property of the TST BOCES. Lockers are not the property of the student, and the administration can and will examine the contents of lockers periodically, using any and all legal means.

Lockers must be locked at all times using the TST BOCES combination lock that is assigned. You will be required to pay for a combination lock that is lost or damaged. Any unauthorized locks will be removed at your expense.

Any personal belongings left on campus are your responsibility. This includes items of clothing, tools, cosmetology kits, etc. **The TST BOCES is not responsible for funding, repairing or replacing any personal items lost or stolen that were not locked in your locker.** We recommend that you do not bring valuables, including expensive jewelry, technology or large sums of money, to the Career and Tech Center.

TEXTBOOKS

You are responsible for the care of assigned textbooks. Any book that is lost or damaged beyond normal wear will be replaced at your expense.

TELEPHONES

The school phone system is for business use. You may use the telephone in the Student Services office for emergencies or school business with the permission of a staff member. Parents should not call a student except in cases of real emergency. **Classroom telephones are not to be used by students.**

CELL PHONES, PAGERS, TWO-WAY RADIOS, SOUND SYSTEMS, ETC.

CELL PHONES, PAGERS, TWO-WAY RADIOS AND ALL OTHER PERSONAL COMMUNICATION DEVICES MAY NOT BE USED DURING CLASS SESSIONS.

They are a distraction to the educational process. In the event of an emergency, the telephone in the Student Services Office may be used by students (see the telephone section of this handbook). Refusal to respect rules associated with this section may result in the cell phone or device being confiscated, but returned at the end of the class. If repeated violations occur, parents will be notified that they will need to pick up the confiscated device. Additional consequences will be considered, if necessary, as outlined in the Student Code of Conduct.

TST BOCES accepts no responsibility for lost or stolen cell phones, personal stereos or other communication devices and technology. It is strongly advised that students not bring such items to the Career and Tech Center.

INTERNET ACCESS

TST BOCES has an Internet Access Policy for students and staff. Each person using the Internet at or through this BOCES must learn the policy guidelines and sign the Internet Access Policy form agreeing to abide by the intent and letter of this policy. The Internet may be used only under the direction and supervision of BOCES staff. Your Career and Tech teacher is your primary contact person regarding Internet availability and use. Any unauthorized or illegal activity associated with Internet use will be subject to consequences prescribed in the Code of Conduct and/or New York State and federal laws. (See “District Computer System Access Form”—July 23, 2010.)

FIRE AND EMT VOLUNTEERS

WE MAY BE WILLING TO GRANT STUDENTS SPECIAL PERMISSION TO CARRY AN EMERGENCY RESPONSE DEVICE. To do this, you must complete a form, meet with an administrator and follow all guidelines at all times. Should you be granted this special permission, its continuation will be at our discretion.

ESSENTIAL PARTNERS

A. Student Rights

The TST BOCES is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all TST BOCES students have the right to:

1. Take part in all TST BOCES activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All TST BOCES students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Abide by all TST BOCES policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the TST BOCES when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Understand to the best of their ability the Code of Conduct and how it relates to them.

C. Parent/Guardian Expectations

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents/guardians and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the TST BOCES.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

D. Teacher Expectations

All TST BOCES teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents/guardians:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
6. Communicate regularly with students, parents/guardians, and other teachers concerning growth and achievement.

7. Encourage students to discuss issues that are affecting their ability to be successful and be prepared to refer students to appropriate resources for assistance.

E. Pupil Personnel Expectations

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/guardian/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

F. Principal/Supervisors Expectations

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal/supervisor and approach the principal/supervisor for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

G. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with TST BOCES administrators the policies of the Board and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with TST BOCES administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

H. Board

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, TST BOCES personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the TST BOCES' Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner

TST BOCES CODE OF CONDUCT

The Tompkins-Seneca-Tioga Board of Cooperative Educational Services (hereafter called the Board) is committed to providing a safe and caring learning environment. The staff at TST BOCES recognizes that people learn best when they feel valued and that a supportive educational community is created when positive relationships are fostered among its members. This Code of Conduct reflects our expectation that together, staff, students and parents can model and promote respectful and socially responsible behavior in our schools.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other TST BOCES personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate, as decided by the teacher, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments may need to be covered. For example, tops may not show cleavage and may be no higher, on the bottom, than the tops of the hips.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include, inside the building, the wearing of sunglasses or hats that cover the face.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Be appropriate for a specific job site when the student is on that site or preparing for that site.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the use or wearing of cell phones, pagers, personal listening devices or earphones during the school day.

Each building principal/supervisor or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions that may be made to the dress code during the school year.

Students who violate the student dress Code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who

repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

PROHIBITED CONDUCT

The Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, TST BOCES personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and it is expected that students will assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. TST BOCES personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in the following conducts:

- L1 Academic Misconduct
- L1 Disrespect / Discrimination
- L1 Failure to Complete Assignments
- L1 Falsification of Statements/Documents
- L1 Horseplay
- L1 Inappropriate Dress
- L1 Inappropriate Language/Gestures
- L1 Insubordination
- L1 Not following Safety Procedures
- L1 Out of Class w/o Permission
- L1 Public Display of Affection
- L1 Sleeping In Class
- L1 Unauthorized Driving/Riding/Parking
- L1 Use of Non-instructional Property (ex.: cell phones, games, etc.)
- L2 Bus Misconduct
- L2 Cyber-Bullying
- L2 Danger to Health, Safety, Welfare
- L2 Disruptive Behavior/Incident
- L2 Failure to Attend Detention
- L2 Gambling
- L2 Hazing
- L2 Incendiary Devices
- L2 Indecent Exposure
- L2 Leaving School Building

- L2 Leaving School Grounds
- L2 Possession of Obscene Materials
- L2 Possession/Use of Tobacco or Smoking Paraphernalia
- L2 Trespassing
- L2 Violation of Acceptable Use Policy
- L3 Bomb Threat
- L3 Bullying/Intimidation/Harassment/Menacing
- L3 Burglary (on school ground w/intent to commit a crime)
- L3 Criminal Mischief (intentional damage of property)
- L3 False Alarm
- L3 Larceny/Theft
- L3 Minor Altercations (No Physical Injury)
- L3 Riot
- L4 Arson
- L4 Assault w/Physical Injury
- L4 Assault w/Serious Physical Injury
- L4 Forcible Sex Offenses
- L4 Homicide
- L4 Kidnapping
- L4 Other Sex Offenses
- L4 Reckless Endangerment
- L4 Robbery (involves threat or use of physical force)
- L4 Use, Possession or Sale of Alcohol
- L4 Use, Possession or Sale of Drugs
- L4 Weapons Possession

REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a staff member. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a staff member.

All TST BOCES staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. TST BOCES staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal/supervisor or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal/supervisor or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

A. Penalties

Students who are found to have violated the TST BOCES Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning or written referral - any member of the TST BOCES staff
2. Written notification to parent – principal/supervisor, other administrator or superintendent
3. Detention – teachers, principal/supervisor, superintendent
4. Suspension from transportation – principal/supervisor or superintendent
5. Suspension from social or extracurricular activities – principal/supervisor, superintendent
6. Suspension of other privileges – principal/supervisor, superintendent
7. In-school suspension – principal/supervisor, superintendent
8. Removal from classroom by teacher – teachers, principal/supervisor
9. Short-term (five days or less) suspension from school – principal/supervisor, superintendent, Board
10. Long-term (more than five days) suspension from school – principal/supervisor, superintendent, Board

11. Permanent suspension from school – superintendent, Board.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, principal/supervisors and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

Detention will be imposed as a penalty only after the student’s parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal/supervisor’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the home-school principal or the superintendent or their designees. In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the home school district will make appropriate arrangements to provide for the student’s education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the building principal/supervisor or the principal/supervisor’s designee to discuss the conduct and the penalty involved.

3. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principal/supervisors and the superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in “in-school suspension.” The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the TST BOCES official imposing the in-school suspension to discuss the conduct and the penalty involved.

4. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal/supervisor's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other TST BOCES staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this Code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for one day. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a TST BOCES-established disciplinary removal form and meet with the principal/supervisor or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal/supervisor or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal/supervisor or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the principal/supervisor or another TST BOCES administrator designated by the principal/supervisor must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal/supervisor or the principal/supervisor's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents. The principal/supervisor may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal/supervisor or the principal/supervisor's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal/supervisor.

The principal/supervisor or the principal/supervisor's designee may overturn the removal of the student from class if the principal/supervisor finds any one of the following:

- a. The charges against the student are not supported by substantial evidence.
- b. The student's removal is otherwise in violation of law, including the TST BOCES' Code of Conduct.
- c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal/supervisor or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal/supervisor makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a TST BOCES provided form) for all cases of removal of students from his or her class. The principal/supervisor must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal/supervisor or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

5. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principal/supervisors.

Any staff member may recommend to the principal/supervisor that a student be suspended. All staff members must immediately report and refer a violent student to the principal/supervisor for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The principal/supervisor, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal/supervisor (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal/supervisor. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal/supervisor may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal/supervisor shall promptly advise the parents in writing of his or her decision. The principal/supervisor shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent’s decision, they must file a written appeal to the Board with the TST BOCES clerk within 10 business days of the date of the superintendents’ decision, unless they can show extraordinary circumstances precluding them from doing so.

Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal/supervisor determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the TST BOCES clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances, such as student conduct which poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school.

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school. Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this Code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The Pupil Personnel staff shall handle all referrals of students to counseling.

2. PINS Petitions

The TST BOCES' administrators may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the home school district will take immediate steps to provide alternative means of instruction for the student

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any TST BOCES employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school TST BOCES functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The TST BOCES will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

STUDENT SEARCHES AND INTERROGATIONS

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the TST BOCES Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, directors, and building principal/supervisors to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the TST BOCES Code of Conduct. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the TST BOCES employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. TST BOCES employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that he/she violated the law or the TST BOCES Code of Conduct, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is

necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another TST BOCES professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable suspicion – to believe the student is concealing evidence of a violation of law or the TST BOCES Code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The authorized person conducting the search shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal/supervisor or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The person conducting the search shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

TST BOCES officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal/supervisor or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal/supervisor or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the TST BOCES' commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the TST BOCES will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal/supervisor or his or her designee. The principal/supervisor or his or her designee shall set the time and place of the interview. The principal/supervisor or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other TST BOCES medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school TST BOCES official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

VISITORS TO THE SCHOOLS

The Board encourages parents and other component school district citizens to visit the TST BOCES' schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal/supervisor or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office of building/department upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal/supervisor's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and TST BOCES administrator so that class disruption is kept to a minimum.
5. Teachers are expected to not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal/supervisor or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

TST BOCES is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy TST BOCES property or the property of others, this includes graffiti.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are vulgar, obscene, appear libelous, advocate illegal action, obstruct the rights of others, denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the Board.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Smoke on school property.

B. Penalties

Persons who violate this Code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The building principal/supervisor or his or her designee shall be responsible for enforcing the conduct required by this Code.

When the building principal/supervisor or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal/supervisor or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal/supervisor or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal/supervisor or his or her designee shall have the individual removed immediately from school property or the school

function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The TST BOCES shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the TST BOCES reserves its right to pursue a civil or criminal legal action against any person violating the Code.

DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the Code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the Code available to all parents at the beginning of the school year.
3. Mailing a summary of the Code of Conduct written in plain language to all parents of TST BOCES students before the beginning of the school year and making this summary available, later, upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
6. Making copies of the Code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all TST BOCES staff members to ensure the effective implementation of the Code of Conduct. The superintendent may solicit the recommendations of the TST BOCES staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the TST BOCES' response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

DEFINITIONS

For purposes of this Code, the following definitions apply.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school TST BOCES property.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

SAFETY REGULATIONS

At the Career and Technical Center, courses are operated under conditions similar to those found in business and industry. Often, you will be involved in “live work.” As in the “real world,” safety is of the utmost importance and safety regulations apply to all students. Students and staff must:

1. Wear safety glasses, goggles or a face shield, according to class/lab rules and at the direction of the teacher. Safety glasses may be purchased in the Career and Tech Office. We do not accept charge cards. Only OSHA- (Occupational Safety and Health Administration) approved safety glasses are permitted. These glasses

display the OSHA symbol on each lens. If you need to purchase prescription safety glasses, see your teacher. A price reduction may be available.

2. Use guards and other safety devices on all equipment.
3. Not participate in any behavior that could result in an accident or injury.
4. Wear industrial hair restraints or a safety cap as a protective device in such cases where, in the teacher's opinion, long hair may be hazardous.
5. Wear clothing that is appropriate and safe. Each teacher will offer clothing guidelines and no exceptions will be made in these classes. You will not be allowed to work in these areas if you do not have acceptable clothing and safety wear. You will not be able to earn points for daily work as a result. In all of our classes, we require students to wear clothing appropriate for the trade or business. This means, for example, that no strapless or spaghetti-strap shirts, swimsuits or other such seasonal items can be worn during instructional time at the Career and Tech Center. Shorts or short pants may be prohibited in some working areas, as well. If you wear these to the Center, you must be prepared to change into acceptable and safe clothing before class starts.
6. Purchase and wear footwear that is appropriate to the trade. Leather work shoes, preferably with steel toes, must be worn to work in all construction trade, metal and mechanical trade courses. Sneakers, sandals, etc., are not permitted in these areas. It is against state regulation to wear open-toed shoes in cosmetology. Bare feet are not permitted on campus.

Teachers will outline safety rules during the first few days of the school year and will be continually alert to see that they are followed. It is your responsibility to know the rules and procedures in your Career and Tech area, as well as to practice general safe conduct on campus. **Failure to follow safety rules can result in removal from the class, disciplinary action, or, worst of all, serious personal injury.**

ACCIDENT REPORTING

ALL ACCIDENTS occurring on school property, during school hours, should be reported to a teacher and an administrator. This BOCES does not provide insurance coverage. All visits to the doctor's office, the hospital or emergency room and all costs associated with an accident at the Career and Tech Center are the responsibility of the injured person under his/her own insurance coverage.

In the event of an accident, your teacher must complete an Accident Report. Please see your teacher no matter how minor you think the problem may be, so that appropriate action and follow-up reporting will occur.

HEALTH SERVICES

Students who become ill in school must ask their teacher for **written permission** to see the school nurse. The school nurse is located in the Smith School. By law, it is the nurse's responsibility to decide what should be done in the event of illness or injury. **THEREFORE, YOU MAY NOT CALL HOME AND ASK TO BE PICKED UP AT**

SCHOOL. You must not leave the Center without authorization from the school nurse and an administrator. If the nurse decides that you should go home, she will contact your parents.

DRILLS

State law requires all public schools to conduct emergency drills. Instructions regarding evacuation, lockout or lockdown, weather-related and all other emergency procedures will be explained by your teacher. Full cooperation is expected at all times.

THE CAREER AND TECHNICAL CERTIFICATE

A Career and Tech Certificate will be awarded to a student who completes and passes an approved CTE program.

A Career and Tech Seal of Excellence affixed to the certificate is a distinction that will be awarded to a student who meets the above guidelines and has achieved:

1. A final grade of at least 85%, and
2. Satisfactory ratings on the CTE Proficiency and Employability Profile
3. No more than 8 absences.

ANNUAL RECOGNITION CEREMONY

Your accomplishments will be recognized at the end of each school year at a special Career and Tech Recognition Awards Ceremony. Awards may be in the form of money, equipment, certificates, and/or scholarships. Area employers, colleges, service organizations, teachers' and employees' associations and private individuals sponsor these awards. You are urged to talk with your teacher or the Student Services counselors so that you will know what you have to do to qualify for one or more of these Career and Tech awards. Recognition at the annual ceremony is also given to winners of regional and state competitions and to students with perfect attendance.

THE ROTARY CLUB OF ITHACA OUTSTANDING CAREER AND TECH STUDENT OF THE YEAR

Each year, one Career and Technical Education student is selected as the Rotary Club of Ithaca's Outstanding Career and Tech Student of the Year. Eligibility criteria for this award are as follows:

1. Be a program completer.
2. Have excellent ratings on the CTE Proficiency and Employability Profile
3. Have demonstrated leadership at the class and/or Career and Tech Center level.

4. Your attendance record will also be considered.

Each nominee will be interviewed by a committee made up of Career and Tech Center personnel and representatives from area businesses and/or industries. This committee will then make its selection. The winner of this award is announced at the Career and Tech Recognition Ceremony.

WORLD OF WORK

World of Work students are recognized at the end of each school year at a World of Work Awards Ceremony. This ceremony, usually held in conjunction with the end-of-the-year World of Work Picnic, is a time to congratulate all World of Work students for their collective accomplishments. In addition, individual recognition is given to students who reach the highest levels of performance and to those with outstanding attendance records.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES 2012-2013

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Mr. John Nihill, Vice-President (South Seneca)
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BOCES ADMINISTRATION

TBA, District Superintendent
Dr. Heather Sheridan-Thomas, Assistant Superintendent
Mr. David Parsons, Assistant Superintendent, Administrative Services
Mr. Richard Miller, Director of Technology
Mr. Anthony DiLucci, Director, Career and Technical and Alternative Education
Mr. Thomas Watts, Director, Exceptional Education
Mr. Jeffrey Podolak, Supervisor, Career and Technical Education
Ms. Maxine Parker, Supervisor, TST Community School
Ms. Cheryl Button, Supervisor, Exceptional Education
Ms. Mary Meeker, Supervisor, Exceptional Education
Mr. David Pitcher, Supervisor, Buildings and Grounds

**CAREER AND TECHNICAL EDUCATION
FACULTY & STAFF 2012-2013**

ADMINISTRATIVE STAFF

Anthony R. DiLucci, Director of Career and Technical Education, Alternative
Education

Jeffrey R. Podolak, Principal of Career and Technical Education

CLERICAL STAFF

Jacqui Franklin, Administrative Assistant

Donna Sadowy, Administrative Coordinator

STUDENT SERVICES STAFF

Christine Boles, Counselor

Heather Cooper, Job Developer/Internship Coordinator

Nancy Fish, Counselor

Ruth Reeves, Secretary

TEACHERS AND TEACHER AIDES

Vicky Avery, Teacher Aide, Cosmetology

Lou Anne Bishop, Teacher Aide, Culinary Arts

Michael Blegen, Teacher, Digital Media Technology

Patrick Brennan, Teacher, New Visions Life Sciences

Wendy Buchberg, Teacher, New Visions: Health Sciences

Penny Carpenter, Teacher, Computer Technology

Sandy Chrzan, Teacher, Mathematics

Ron Fey, Teacher, Physical Education

Vicki Fitzgerald, Teacher, Culinary Arts

Jessica Freudenvoll, Teacher Aide, Science

Mattea Haessner, Teacher, Animal Sciences

Rick Hinman, Teacher, Automotive Technology

Susan Hinman, Teacher Aide, Animal Sciences

Frances Horner, Teacher, Certified Nursing Assistant

Mike Iannello, Teacher, Outdoor Power Equipment

Randy Jackson, Teacher, Welding

Gary Kaschak, Teacher, Auto Body Technology

Ellen Knapp, Teacher, Personal Services/Food Services

Michael Loparco, Teacher, Criminal Justice

Lorraine Moose, Special Education Consultant Teacher

Janet Nash, Teacher Aide, Auto Body

Andrea Perkins, Teacher, Cosmetology

Duane Randall, Teacher, Construction Technology
Scott Ryan, Teacher Aide/Bus Driver, WOW, Career Explorations
Deborah Sharp, Teacher Aide, Early Childhood Occupations, Bus Driver
Bob Spudis, Teacher Aide, Heavy Equipment
David Starinsky, Teacher Aide, CEP, Criminal Justice, Math/Bus Driver
Carol Sutherland, Teacher, Early Childhood Occupations
Lynn Swearingen, Teacher Aide, Outdoor Power Equipment
Bobbie Sweazey, Teacher Aide, CNA
David Syracuse, Teacher, Science
Ryan Walczak, Teacher, Heavy Equipment
Jane Wells, Teacher, CEP
Julie Whitmore, Teacher Aide, Personal Services/Food Services

Student/Parent Signature Page

It is very important that you and your parents/guardians read and understand the contents of this handbook. Particularly significant are matters pertaining to student attendance, grading and the Code of Conduct. Therefore, we ask you and your parents to take a few minutes and read this handbook carefully. After doing so, please sign the declaration below and ask a parent or guardian to do the same. Please return the signed sheet to your Career and Tech teacher immediately.

We have read and understand the contents of this handbook, and accept all terms and conditions.

PRINT Student Name

Date

Parent/Guardian

Date

Note: To be collected and placed in student file.

September 2013