



STUDENT HANDBOOK 2009-2010

TST BOCES  
**CAREER&TECH**  
CENTER  
*Learning for Life*

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

The basic mission of the Tompkins-Seneca-Tioga Board of Cooperative Education Services is to:

**IDENTIFY, TO PROPOSE, AND TO PROVIDE SERVICES FOR CHILDREN, YOUTH, AND ADULTS WHICH ARE ECONOMICAL AND EFFICIENT IN THEIR OPERATION, AND WHICH WILL COMPLEMENT THE EDUCATIONAL PROGRAMS PROVIDED BY LOCAL SCHOOL DISTRICTS AND OTHER AGENCIES IN OUR REGION.**

**TITLE IX COMPLIANCE**

The Tompkins- Seneca-Tioga BOCES does not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by federal law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Should any student or staff member feel that his or her rights under these laws have been violated, that person should seek assistance from the department administrator.

The Compliance Officer for Title IX and Section 504 is Mr. David Parsons. He is available between the hours of 8:30 A.M. and 4:30 P.M. at the Tompkins- Seneca-Tioga Board of Cooperative Educational Services, 555 Warren Road, Ithaca, New York 14850. Phone 607-257-1551.

**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 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 of Career and Technical Education,  
Powell Building, TST BOCES, 555 Warren Road, Ithaca, NY 14850  
Phone: 607-257-1551, extension 302

For students in Exceptional Education programs, notify:

Peggy Kehoe, 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:

Andrew Prinzing, Instructional Supervisor, TST Community School,  
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., 10<sup>th</sup> 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 Education office.

**TOMPKINS-SENECA-TIOGA BOCES**

**Grievance Procedure for Resolving  
Complaints of Discrimination**

Based Upon  
Sex, Disability, Race, Color, Age, or National Origin

**Level One Procedure:**

1. Any student or employee in the TST BOCES who wishes to file a grievance alleging discrimination based upon sex, including sexual harassment or sexual orientation, or disability, or race, or color, or age, or national origin, must file a complaint in writing on the **Discrimination Complaint Form**. The Discrimination Complaint Form is available in any of the following offices: Human Resource 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 Title IX and Section 504 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 Title IX Compliance Officer and/or the Section 504 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 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  
7<sup>th</sup> Floor  
Brooklyn, New York 11201  
718-488-3550
- b. Employees (not students) also may 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 Sex, or Handicapping Condition, or Race, or Color, or Age, or National Origin**

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 Title IX or Section 504 Compliance Officer(s):* **David J. Parsons  
Human Resources Office  
Dexheimer Bldg.**

**09/04 (This replaces the Sexual Harassment Report Form.)**

**White Copy – Human Resources      Yellow Copy – Department      Pink Copy - Individual**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

Mrs. Linda Padgett, President (Candor)  
Mr. John Nihill, Vice-President (South Seneca)  
Ms. Linda Competillo (Groton)  
Mr. James Henery (Newfield)  
Mr. Ralph Jones (Ithaca)  
Mr. Russell Kowalski (Dryden)  
Mr. John Porter (Trumansburg)  
Mr. Edgar Seymour (George Junior Republic)  
Ms. Kathy Zahler

**BOCES ADMINISTRATION**

Dr. Ellen O'Donnell, District Superintendent  
Dr. Heather Sheridan-Thomas, Assistant Superintendent  
Mr. David Parsons, Director, Administrative Services  
Mr. Richard Miller, Director of Technology  
Mrs. Peg Kehoe, Director, Exceptional Education  
Mr. Anthony DiLucci, Director, Career and Technical Education  
Perry Dewey, Supervisor, Career and Technical Education  
Mr. Thomas Watts, Associate Director of Adult and  
Alternative Education  
Mr. Andrew Prinzing, Supervisor, T-S-T Community School  
Ms. Cheryl Button, Supervisor, Exceptional Education  
Ms. Mary Walters, Supervisor, Exceptional Education  
Mr. David Pitcher, Supervisor, Buildings and Grounds

## **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.

### **THE MISSION OF THE TOMPKINS-SENECA-TIOGA BOCES CAREER AND TECH CENTER IS:**

*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.*



SOLE SUPERVISORY DISTRICT OF TOMPKINS -SENECA-TIOGA  
COUNTIES 2009-2010 SCHOOL  
CALENDAR

2009-10 TST BOCES SCHOOL CALENDAR																							
SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5			1	2	3			1	2	3	4			1	2		
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	6	7	8	9		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	22		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	29		
27	28	29	30											25	26	27	28	29	30	31			
Students - 16						Students - 20						Students - 17											
Staff - 17						Staff - 21						Staff - 17											
JANUARY			FEBRUARY			MARCH			APRIL														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					1	2			1	2	3	4	5					1	2				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	11	12		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	18	19	20	21	22	23	18	19		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	25	26		
24	25	26	27	28	29	30	28							28	29	30	31			28	29		
31																							
Students - 19						Students - 16						Students - 22											
Staff - 19						Staff - 17						Staff - 23											
MAY			JUNE			<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <div style="width: 10px; height: 10px; background-color: black; border: 1px solid black; margin: 0 auto;"></div>             = Vacation Day         </div> <div style="text-align: center;"> <div style="width: 10px; height: 10px; border: 1px solid black; margin: 0 auto;"></div>             = Conference Day         </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Order of Give Back Days</b>              1 June 25              2 June 24              3              4              5         </div>																	
S	M	T	W	T	F							S	S	M	T	W	T	F	S				
					1			1	2	3	4	5											
2	3	4	5	6	7	8	6	7	8	9	10	11	12										
9	10	11	12	13	14	15	13	14	15	16	17	18	19										
16	17	18	19	20	21	22	20	21	22	23	24	25	26										
23	24	25	26	27	28	29	27	28	29	30													
30	31																						
Students - 20						Students - 18						<b>TOTAL</b> Students - 182 Staff - 187											
Staff - 20						Staff - 19																	

Sept. 7 Labor Day Sept. 8 FIRST DAY OF SCHOOL FOR STAFF AT BOCES Sept. 9 FIRST DAY OF SCHOOL FOR STUDENTS AT BOCES Oct. 9 Superintendent's Conference Day Oct. 12 Columbus Day Nov. 11 Veterans' Day Recess Nov. 25-27 Thanksgiving Recess Dec. 24-Jan. 1 Holiday Recess Jan. 18 Martin Luther King, Jr. Day Jan. 26-29 Regents Days	Feb. 2 Scoring Day-All BOCES Programs in Session Feb. 15-17 Winter Recess Mar. 19 Superintendent's Conference Day Apr. 5-9 Spring Break May 31 Memorial Day June 15-24 Regents Days (June 24 Rating Day) June 23 Last Student Day
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Adopted by the Board of Education on 03-04-09

**TOMPKINS-SENECA-TIOGA CAREER & TECH CENTER  
2009-2010  
INSTRUCTIONAL CALENDAR**

**SEPTEMBER**

September 8	Tuesday – Superintendent’s Conference Day
September 9	Wednesday - 1st Day of Classes
September 18	Friday - Official Welcoming – Hot Dog Day

**OCTOBER**

October 8	Thursday - 6:00 PM - 8:00 PM CTE Parents' Open House
October 9	Friday - Superintendent’s Conference Day
October 12	Monday - School Closed -Columbus Day

**NOVEMBER**

November 11	Wednesday - School Closed-Veteran’s Day
November 25 - 27	Wednesday-Friday-School Closed --Thanksgiving Recess

**DECEMBER**

December 24	Thursday -School Closed for Winter Holiday Recess
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**JANUARY**

January 4	Monday - School Reopens
January 18	Monday - School Closed – Martin Luther King, Jr. Day

**FEBRUARY**

February 15 - 17	Monday - Wednesday - Presidents' Week Recess
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**MARCH**

March 18	Thursday-Career and Tech Open House 6:00 PM-8:00 PM
March 19	Friday, Superintendent’s Conference Day

**APRIL**

April 5-9	Monday - Friday-School Closed --Spring Recess
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**MAY**

May 13	Thursday – CTE Recognition Ceremony – 7 PM
May 16	Sunday – SkillsUSA Car Show – 10AM
May 31	Monday-School Closed-Memorial Day

**JUNE**

June 4	Friday-World of Work Awards Picnic
June 11 & 14	Friday and Monday – CTE Written Final Exams
June 15 - 24	Regents Week
June 25	Friday - Superintendent’s Conference Day – Last Day for Career and Tech 10 month staff

## 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 [rreeves@tstboces.org](mailto:rreeves@tstboces.org)** to let her know that you are going to be out that day. **A written excuse must be presented to your teacher in order for any absence to be considered a legal absence.** At the Career and Tech Center, daily participation 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. Failure to document 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.
9. At the end of the school year, attendance awards are presented to students who demonstrate perfect attendance during the school year. **Perfect attendance** means that you attend school every school day, have never been truant, and have not been late to class more than twice.

**Note: The Commissioner of Education in the State of New York has held that schools can distinguish between excused and unexcused absences for the purpose of awarding course credit. In addition, he has held that 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.

**BLOCK-OUT DAYS** are given to students who must remain in their home schools for testing or for special school activities. Block-out days are authorized by school administrators only, and as a result will not count as an absence from your Career and Technical Education program. Block-out days will **NOT** BE APPROVED for absences such as; absences due to illness/death in the family or for medical or legal appointments. It is expected that all work missed during a block-out day will be made up.

## **RELEASE OF STUDENT 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 or 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.

Your 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 **theory** in your course,
- Your daily **participation** in the class, and
- Your **performance** in the practical application of the theory you've learned.

Your final grade will be the average of the six marking periods and the final exam grade.

You will receive a *Report Card* at the end of each marking period and an *Employability Profile* or *Readiness Profile*, and an *Employability Progress Report* at least twice a year. Your teacher will discuss each of these evaluations with you.

However, your overall progress will be continuously monitored and will be reported to the Student Services Office. The report will then be sent to your parent(s) and your home school.

## **STUDENT VEHICLES/PARKING ON THE T-S-T 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.

To gain permission to park on campus during school hours, you must first 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 T-S-T 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 T-S-T BOCES administration reserves the right to search any vehicle for contraband as defined in the Code of Conduct if reasonable suspicion exists.**

## 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

## **SKILLS U.S.A.**

Skills U.S.A is a student organization that is closely associated with your Career and Tech class. Skills U.S.A. provides you the opportunity to meet people, develop your leadership skills, compete in local, regional, state and national competitions, take part in community service projects, travel, and have fun. The members raise funds for Skills U.S.A. student activities. Please check your home school fund-raising guidelines before you promote Skills U.S.A. fund-raising projects there.

## **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 T-S-T 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 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 T-S-T 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

**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 class session. 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. The T-S-T BOCES accepts no responsibility for lost or stolen cell phones, personal stereos or other communication devices and technology. It is recommended that students not bring such items to the Career and Tech Center.

## INTERNET ACCESS

T-S-T 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.

## **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.

## **PUPILS' RIGHTS AND RESPONSIBILITIES**

Pupils of the Career and Technical Center shall have the rights offered under the provisions of the Federal and State Constitutions and Laws of the State of New York. It is recognized that a pupil's conduct outside of school cannot be regulated unless the educational community is affected by such conduct.

Your responsibilities include attending classes regularly, working to achieve your maximum potential, and conducting yourself in a manner to grow and become a skilled, productive and satisfied member of society. Most students accept responsibilities and live up to them. For those who do not, however, a range of disciplinary steps will be followed.

What follows is the “plain language” version of the Tompkins-Seneca-Tioga Board of Cooperative Educational Services Code of Conduct. This code has been accepted and approved by the TST BOCES in accordance with Laws of the State of New York and the Regulations of the Commissioner of Education. It clearly defines expected behaviors and unacceptable ones. It also defines consequences for unacceptable behavior. Read the code and become familiar with it. It was written and approved as an effort to provide you with the safest and most effective learning environment possible. The complete version of this Code of Conduct is available for your review in the Career and Tech Office.

## **T-S-T BOCES CODE OF CONDUCT**

The Tompkins-Seneca-Tioga Board of Cooperative Educational Services is committed to providing a safe and caring learning environment. The staff at T-S-T 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 T-S-T 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, and 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.

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 disciplinary action in accordance with the Code of Conduct.

### **Prohibited Student 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, T-S-T 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. 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:

- A. Engage in conduct that is disorderly.
- B. Engage in conduct that is insubordinate.
- C. Engage in conduct that is disruptive.
- D. Engage in conduct that is violent.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others.
- F. Engage in bullying and/or hazing.
- G. Engage in misconduct while on a school bus.
- H. Engage in any form of academic misconduct.

If a student engages in prohibited student conduct which may constitute a crime, the Director or designee may notify the local law enforcement agency as soon as practical.

Note: Specific examples of the above mentioned misconduct can be found in the full version of the Code of Conduct.

### **Disciplinary Penalties**

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' abilities 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. As a general rule, discipline will be progressive. This means that a student's first violation may merit a lighter penalty than subsequent violations. Discipline penalties will be assessed in compliance with IDEA and NYS Law when the student is a student with a disability.

Students who are found to have violated the T-S-T BOCES' Code of Conduct may be subject to the following penalties, either alone or in combination.

1. Oral or written warning
2. Written notification to parent
3. Detention
4. Suspension from transportation
5. Suspension from social or extracurricular activities
6. Suspension of other privileges
7. In-school suspension
8. Removal from classroom
9. Short-term suspension from school
10. Long-term (more than five days) suspension from school
11. Permanent suspension from school

### **Minimum Periods of Suspension**

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.

1. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom will be suspended from school for at least five days.

### **Referrals**

The T-S-T 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 truant habitually and not attending school as required.
- 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 or other substances in violation of Penal Law.

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.
- 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 to the appropriate law enforcement authorities.

### **Student Searches and Questioning**

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. 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 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 T-S-T BOCES Code of Conduct.

### **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.

### **Visitors to the Schools**

The director or 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 in the Powell Building to sign in and secure a visitor's pass. Anyone visiting a student must first secure permission from the Career and Tech office.
3. Visitors 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 T-S-T BOCES administrator so that class disruption is kept to a minimum.
4. Teachers are expected to not take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the office. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

### **Conduct on School Property**

The T-S-T 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.

### **Prohibited Conduct**

No person shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy T-S-T BOCES property or the property of others. This includes using graffiti to deface property.
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, bully, 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. Use tobacco products on school property **OR** leave school property for the purpose of using tobacco products or for any other unauthorized reason.

17. Bring a dog or other animal onto the property except as part of the educational process and with permission of an administrator.

### **Penalties**

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

1. Visitors will have their authorization to remain on school grounds or at the school function revoked and they shall be directed to leave the premises. If they refuse to leave, they will be ejected.
2. Students will be subject to disciplinary action as the facts may warrant.
3. Employees may be subject to disciplinary measures as detailed by law and as dictated by the facts.

## **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 charges. 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 case 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. A final rating of three (3) or four (4) on twenty-nine (29) or more of the thirty-three (33) performance outcomes on the Employability Progress reports , and
3. No more than 10 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 all 3 and 4 ratings on the Performance Outcomes on the Employability Progress Reports and no 1 or 2 ratings.
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.

## **CAREER AND TECHNICAL EDUCATION FOR ADULTS**

Out-of-school adults may participate in our daytime Career and Tech courses if there is space available. The objective is to supplement and complement educational opportunities available for apprentices, returning veterans and others who wish to prepare for employment, or upgrade job skills. Adults attending daytime Career and Tech classes are expected to follow all of the guidelines outlined in this handbook.

**CAREER AND TECHNICAL EDUCATION  
FACULTY & STAFF 2009-2010**

**ADMINISTRATIVE STAFF**

Anthony R. DiLucci, Director of Career and Technical Education  
Perry T. Dewey, Principal of Career and Technical Education

**CLERICAL STAFF**

Debra Kelly, 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  
Wendy Buchberg, Teacher, New Visions: Health Sciences  
Penny Carpenter, Teacher, Computer Technology  
David Casey, Teacher, Auto Services  
Sandy Chrzan, Teacher, Mathematics  
Vicky Cody, Teacher, Science  
Randall Day, Teacher Aide, Auto Body Technology  
Vicki Fitzgerald, Teacher, Culinary Arts  
Rick Hinman, Teacher, Automotive Technology  
Susan Hinman, Teacher Aide, Math and Science  
Frances Horner, Teacher, Certified Nursing Assistant  
Randy Jackson, Teacher, Welding  
Gary Kaschak, Teacher, Auto Body Technology  
Ellen Knapp, Teacher, Personal Services/Food Services  
Michael Loparco, Teacher, Criminal Justice  
Carol McCoy, Teacher, Cosmetology  
John McCoy, Teacher, Electricity

## **TEACHERS AND TEACHER AIDES CONTINUED**

William Mosher, Teacher Aide, Auto Services  
Debra Patte, Teacher Aide/Bus Driver, Career Explorations  
Andrea Perkins, Teacher, Cosmetology  
Duane Randall, Teacher, Carpentry  
Scott Ryan, Teacher Aide/Bus Driver, Career Explorations  
Sherrie Ryan, Clinical Assistant, Certified Nurse Assistant  
Deborah Sharp, Teacher Aide, Early Childhood Occupations  
Bob Spudis, Teacher Aide, Heavy Equipment  
Trooper Bill Stanbro, School Resource Officer  
Marie Stevens, Teacher Aide, Personal Services/Food Services  
Carol Sutherland, Teacher, Early Childhood Occupations  
Michele Sutton, Teacher, New Visions: Careers in the Environment and  
Agriculture  
Lynn Swearingen, Teacher Aide, Carpentry  
Ryan Walczak, Teacher, Heavy Equipment/Natural Resources  
Conservation  
Jane Wells, Teacher, Human and Health Services  
William Woodams, Teacher, Career Explorations Program  
William (BJ) Woodams, Teacher Aide, New Visions  
Susan Worsell, Teacher Aide, Construction Technology

**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.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

September 2010