
**Tompkins-Seneca-Tioga Board of
Cooperative Educational Services**

Career and Tech Center
Student Handbook 2020-2021



Kevin J. Casler – Principal Career and Technical Education

Together we learn, lead, support and serve

9/8/2020

Dear Parents/Caregivers and Students:

I would like to take this opportunity on behalf of everyone here at the Career and Technical Education Center to welcome you to the 2020-2021 school year. It has been an active summer here at TST BOCES as we have worked hard to prepare our facilities for your arrival. CTE is a special place where students can finally forge the connection between classroom content and real-world skills and application. You will also, have access to the Schooltool Parent Portal to view your students grades, attendance by connecting to this link, <http://tstboces.schooltool.cnyric.org/schooltoolweb>. If you experience any trouble connecting please contact Ruth Reeves via e-mail reeves@tstboces or by phone 607-257-1555 ext. 2016.

Within this handbook, you will find important information for your upcoming school year. Please take the time to review this book and familiarize yourself with its contents. Specifically:

- The 2020-2021 Academic Calendar
- Attendance Policy
- Daily Schedule
- Driving Privileges
- Dress Code
- TST BOCES Code of Conduct

Should you have any questions about the following items please contact us. The staff here is truly excited for the upcoming school year. We look forward to helping you grow and providing you an opportunity to discover joy in academics through the exciting hands-on setting we offer.

Please sign and return the required documents as soon as possible. I want to wish you a successful 2020-2021 school year.

Sincerely,

Kevin J. Casler

Principal of Career and Technical Education

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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 TECHNICAL EDUCATION 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.

CAREER AND TECHNICAL EDUCATION STAFF
TST BOCES
555 Warren Rd. Ithaca, NY 14850
607-257-1551

ADMINISTRATIVE STAFF

Cindy Walter, Executive Director, Career Education
Kevin Casler, Principal, Career and Technical Education
Jeffrey R. Podolak, Dean of Students, Career and Technical Education

ADMINISTRATIVE SUITE

Mary Kay LaLonde, Administrative Assistant
Joyce Tirino, Administrative Coordinator

MAIN OFFICE STAFF

Kelly Van Riper, Secretary

STUDENT SERVICES STAFF

Christine Boles, Counselor
Heather Cooper, Job Developer/Internship Coordinator
Nancy Fish, Counselor
Ruth Reeves, Secretary

SCHOOL NURSE

Kimberely Klimowicz, School Nurse

CAREER AND TECHNICAL EDUCATION TEACHERS AND TEACHER AIDES

Mattea LeFever, Teacher, Animal Sciences
Susan Hinman, Teacher Aide, Animal Sciences
Matt Lott, Teacher, Auto Body
Janet Nash, Teacher Aide, Auto Body
Rick Hinman, Teacher, Automotive Technology
TBD, Teacher, CEP
Scott Ryan, Teacher Aide/Bus Driver, CEP
David Starinsky, Teacher Aide, CEP
Frances Horner, Teacher, Certified Nursing Assistant & Home Health Aide
Marlo Capoccia, Clinical Assistant, Certified Nursing Assistant & Home Health Aide
John Lasseter, Teacher, Computer Technology/CyberSecurity
Andrea Perkins, Teacher, Cosmetology
Vicky Avery, Teacher Aide, Cosmetology
Dan Donahue, Teacher, Criminal Justice II
Don Berich, Teacher, Criminal Justice I
Vicki Fitzgerald, Teacher, Culinary Arts
Tracy Catlin, Teacher Aide, Culinary Arts
Michael Blegen, Teacher, Digital Media Technology
Carol Sutherland, Teacher, Early Childhood Occupations
Deborah Sharp, Teacher Aide, Early Childhood Occupations, Bus Driver
Sara Speciale, Teacher, Food Services
Deanna Day, Teacher Aide, Food Services
Dale Kinney, Teacher, Heavy Equipment
Sandy Foote, Teacher, Mathematics
David Syracuse, Teacher, New Visions: Engineering
Michele Kline, Teacher, New Visions: Life Sciences
Jennifer Hightower, Teacher, New Visions: Health Sciences
Mary Lou Bassett, Teacher Aide, New Visions
Mike Iannello, Teacher, Outdoor Power Equipment
Lynn Swearingen, Teacher Aide, Outdoor Power Equipment
Nick Spatola, Physical Education
Renee Christopher, Teacher, Science
Erin Mulligan, Teacher Aide, Science & Mathematics
Lisa Dann, Special Education Consultant Teacher
Christine Becraft, Teacher, Sports Conditioning & Exercise Science
Randy Jackson, Teacher, Welding

**TOMPKINS-SENECA-TIOGA CAREER & TECHNICAL EDUCATION CENTER
2020-2021
INSTRUCTIONAL CALENDAR**

SEPTEMBER

September 3 Tuesday – Superintendent’s Conference Day
September 4-7 Friday & Monday – Labor Day Weekend

OCTOBER

October TBD Campus-wide Open House, 6:00pm to 7:30pm
October 12 Monday – School Closed – Columbus Day

NOVEMBER

November 7 Saturday – Marking Period 1 ends
November 11 Wednesday – School Closed - Veteran’s Day
November 27-29 Wednesday-Friday – School Closed – Thanksgiving Recess

DECEMBER

December 24- Jan 1 Monday- Friday – School Closed for Winter Holiday Recess

JANUARY

January 4 Monday – School Reopens
January 18 Monday – School Closed – Martin Luther King, Jr. Day
January 26-29 Tuesday-Friday – Regents Days
January 27 Wednesday – Marking Period 2 ends

FEBRUARY

February 15-19 Monday - Friday – Winter Recess

MARCH

March TBD CTE Open House, 6:00pm to 7:30pm

APRIL

April 5-9 Monday-Friday – School Closed – Spring Break
April 17 Saturday – Marking Period 3 ends

MAY

May 16 Sunday, Car Show – 10:00am – 2:00pm
May 31 Monday – School Closed – Memorial Day

JUNE

June 4 Friday—World of Work Awards Picnic
June 14-15 Monday-Tuesday – CTE Written Final Exams
June 15 Last day for CTE students
June 17 - 25 Regents Week
June 17 Thursday – Marking Period 4 ends
June TBD Completer Awards Ceremony

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

January						
					V	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	V	19	20	21	22	23
24	25	R	R	R	R	30
31						

Students = 19
Staff = 19

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

February						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	V	V	V	V	V	20
21	22	23	24	25	26	27
28						

Students = 15
Staff = 15

Students = 13
Staff = 18

September						
		1	2	SC	V	5
6	V	SC	SC	SC	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

Students = 23
Staff = 23

Students = 21
Staff = 21

October						
				1	2	3
4	5	6	7	8	9	10
11	V	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
				1	2	3
4	V	V	V	V	V	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students = 17
Staff = 17

Students = 17
Staff = 17

November						
1	2	3	4	5	6	7
8	9	10	V	12	13	14
15	16	17	18	19	20	21
22	23	24	V	V	V	28
29	30					

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

Students = 20
Staff = 20

Students = 17
Staff = 17

December						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	V	V	26
27	V	V	V	V		

June						
		R	2	3	4	5
6	7	8	9	10	11	12
13	14	15	R	R	R	19
20	R	R	R	R	RD	26
27	28	29	30			

Students = 18
Staff = 19

Total Student = 180
Total Staff = 186

V = School Vacation
SC = Supt.'s Conference Day
R = Regents Exams
RD = Rating Day

September 3 - Superintendent's Conference Day	February 15 - 19 Presidents's Day/Winter Recess
September 4-7 -Labor Day Weekend	3-8 ELA Paper & CBT 4/19-26 Makeups 4/23-29
September 8, 9, 10 -Superintendent's Conference Days	April 5-9 Spring Break
September 11-Planned Emergency Day-Staff & Faculty Report	3-8 Math Paper & CBT 5/3-10-Makeups 5/7-14
September 14 - 1st Day of School for Students	8 Gr Sci Test 5/25-6/7- Makeups Written 6/8-9
October 12 - Columbus Day	Potential Give-Back Day: May 28
November 11 - Veterans' Day	May 31 - Memorial Day
November 25-27 - Thanksgiving Holiday	June 1 - Regents- <i>tentative</i>
December 24 - January 1 - Holiday Recess	June 16-24 Regents Exams
January 18 - Martin Luther King, Jr. Day	June 24 - Last Day of School for Students
January 26-29 Regents Exams	June 25 - Rating Day

Career and Technical Education Center's 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 Technical Education 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.

ATTENDANCE

A major objective of the Career and Technical Education 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. Absences deduct from the total number of hours of instruction you must accumulate for licensing and certificates. In all programs, excessive absences may cause you to be dismissed from the program. It is your responsibility to monitor your attendance and to make the most of your education. This begins with good attendance!

Attendance procedure at the Career and Technical Education Center:

1. Carefully check your home school attendance policy as it relates to Career and Technical Education class attendance. Understand that your home school may not grant you credit for your Career and Technical Education 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 Ruth Reeves, the Student Services secretary, at ext. 2016, or email her at reeves@tstboces.org to let her know that you are going to be absent. A written excuse must be presented to the Student Services office in order for any absence to be considered a legal absence. 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 includes:
 - a) The date the note is submitted.
 - b) The date(s) of the absence or tardy.
 - c) The reason for the absence or tardy.
 - 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 excused absences within five (5) days may result in a conference with the director or designee. An absence is considered unexcused unless the student provides a note of the excused absence within the 5 days.
7. It is your responsibility to make the necessary arrangements to make up any missed work.
8. You are expected to be **IN CLASS** on time each day or you will be marked absent and sent to Student Services to sign in and get a pass.
9. You may be out of your class area only with prior approval of your 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.

PERFECT ATTENDANCE RECOGNITION CRITERIA

Students will be recognized every ten week marking period for attaining perfect attendance.

1. Perfect attendance is defined as not missing any portion of the scheduled instruction.
2. Students earn the Perfect Attendance certificate when they come to school every day and on time (tardies must be excused to qualify for Perfect Attendance)

Exceptions for missing school:

- A doctor's excuse noting a serious illness or death in the immediate family.
- A home school field trip in which the option to attend the Career and Technical Education Center is not available.
- In addition, three instances of unexcused tardy will equal an absence. A single tardy that is longer than one hour will be considered a full absence.
- College visits – with acceptable proof from the college

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. 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.
5. If notification does not happen, the parent or guardian must come to student services to sign you out (any person signing you out has to be in your contact information for you to be released)

Early dismissal requests are typically double-checked with the parent/guardian, the home school, and/or the medical office.

GRADING

The ultimate factor determining your success at the Career and Technical Education 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 knowledge and technical job skills expected in a real work setting in your chosen field.

All Career and Technical Education programs conduct both written and performance based assessments. Additionally, a daily grade is assigned based on work ethic skills. You will also be evaluated on your attitude, work habits, safety practices, attendance, technical and academic skills.

Career and Technical Education grades in both your field of study and academic courses will be calculated four times per year from these two elements:

- Your mastery of the *knowledge* and skill in the Practical Application in your course (50%),
- Your *daily work ethic* in the class (50%).

New Vision courses, Science and Math will utilize the following breakdown:

- Your mastery of the *knowledge* and skill in the Practical Application in your course (70%),
- Your *daily work ethic* in the class (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 10 week marking period.

Employability Profile - Students are evaluated on the practical and work ethic skills attached to the program. The employability profile is provided at the conclusion of the program.

CDOS Credential -

Students may obtain a CDOS Credential by completing a Career Plan at your District and earning 216 Instructional hours and 54 work-based hours over your high school career.

Please check with your component school counselor to determine if you are eligible.

CTE Pathway-Students have many options towards graduation including a Career & Technical Education pathway. TST BOCES has many approved options. Work with your home district to determine your eligibility. Students must:

1. Earn 22 high school credits
2. Pass 4 required Regents exams
3. Complete an approved CTE program
4. Pass the technical assessment

CERTIFICATES, SEAL OF EXCELLENCE AND TECHNICAL ENDORSEMENTS

Completer Certificate:

A Career and Tech Certificate will be awarded to a student who completes and passes with a 65 or higher in their CTE program. Attendance may be a factor in determining certificate eligibility per NYS program requirements.

Seal of Excellence:

To be eligible to receive the Seal of Excellence on the Completer Certificate, students must meet the following criteria:

1. Earn a Completer Certificate
2. CTE Course grade of 85% or higher
3. Student has accumulated no more than 10 absences for the entire school year

Career & Technical Endorsement:

High school graduates who are enrolled in an approved CTE program may be eligible to receive a Technical Endorsement. Students who earn this recognition will receive a Career & Technical Endorsement Seal that will be affixed to their high

school diploma, plus a navy blue honor cord to wear at their high school graduation ceremony. To receive this honor, students must meet the following requirements:

1. Earn a minimum of 22 units of credit and pass all Regents examinations
2. Pass the industry standard CTE exam that is associated with the CTE course of study
3. Complete a final project through the CTE course
4. Participate in an internship experience
5. Receive a Completer Certificate

ANNUAL RECOGNITION CEREMONY

Your accomplishments will be recognized at the end of each school year at a special Career and Technical Education Recognition Awards Ceremony. Area employers, colleges, service organizations, teachers' and employees' associations and private individuals sponsor these awards. Contact your teacher or the Student Services counselors to learn about qualifications for one or more of these awards. Recognition at the annual ceremony is also given to winners of regional and state competitions as well as the Highest Achiever in the first year and the Greatest Achiever in the 2nd year.

COMPLETER CEREMONY

Your accomplishment in obtaining a CTE certificate will be recognized at the end of the school year at the Completer Ceremony. Only students who have met the requirements for obtaining a certificate will be recognized from each program at the ceremony.

THE ROTARY CLUBS OF TOMPKINS COUNTY OUTSTANDING CAREER AND TECHNICAL EDUCATION 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 demonstrated leadership in the class and Career and Technical Education Center
3. Attendance record will be considered
4. Greatest Achiever in second year

Each nominee will be interviewed by a committee made up of Career and Technical Education 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 Technical Education Recognition Ceremony.

OUTSTANDING STUDENT OF THE MONTH

Students who earn this recognition will receive a certificate. These students will also have their award shared on the CTE website and the CTE Facebook page. Notices will be forwarded to each student's home school for further recognition.

The Career and Technical Education Center staff and administration will recognize one first-year student and one second-year student each month from each program, based on the criteria listed below:

- Exemplary behavior resulting in a flawless behavior record for the month
- Present, on time, and prepared for class every day of the month
- Respectful, kind, generous and cooperative with peers and adults
- Eager and motivated to learn
- Exhibits exceptional contribution to class or academic improvement in class
- Demonstrates a positive and helpful attitude towards fellow students
- All assigned work is complete for the month

The Student of the Month is chosen based on qualities such as character, leadership and citizenship. The student should be compassionate, honest, trustworthy, responsible and have a positive attitude.

Each teacher may nominate **one student from their AM and PM class** each month

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.

STUDENT SERVICES

STUDENT SERVICES STAFF

Christine Boles, Counselor cboles@tstboces.org 257-1551 x 2019

Heather Cooper, Job Developer/Internship Coordinator hcooper@tstboces.org 257-1551 x 2017

Nancy Fish, Counselor nfish@tstboces.org 257-1551 x 2018

Ruth Reeves, Secretary rreeves@tstboces.org 257-1551 x 2016

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

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

STUDENT LEADERSHIP ORGANIZATIONS

Student organizations may be utilized in developing and maintaining a school wide understanding of rights, responsibilities and civic behavior. The student organizations listed below provide an opportunity for students in the CTE programs to develop leadership abilities:

FFA- Future Farmers of America

HOSA - Health Occupations Students of America

NTHS - National Technical Honor Society

Skill USA -

Future Farmer's of America (FFA) is an intra curricular student organization for those interested in agriculture and leadership. FFA is not just for students who want to be production farmers; FFA also welcomes members who aspire to careers as teachers, doctors, scientists, business owners and more. Today, the National FFA Organization remains committed to the individual student, providing a path to achievement in premier leadership, personal growth and career success through agricultural education.

Health Occupations Students of America (HOSA) is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions.

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 component 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

SkillsUSA

SkillsUSA is a student leadership organization that provides the opportunity for students to compete against other high school students to highlight the skills they have learned through their Career and Technical Education program. Students have been nominated by their Career and Tech teacher to participate in this organization in order to strengthen their technical and leadership skills. SkillsUSA students must be in good academic standing and maintain positive behavior at the Career and Tech Center and in their home school districts.

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.

Driving to campus is a privilege that can be revoked at any time at the discretion of the CTE administration. Failure to comply with the TST BOCES Code of Conduct, traffic laws or attendance policies may result in revocation of privileges.

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 Technical Education Student Services. Once you have gathered all necessary signatures (parents, home school principal), return the form to the Career and Technical Education Student Services for final approval. At that time, you will be issued a permit that must be properly displayed on your vehicle. **Remember: parking is a privilege.** 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. Students who have received permission to drive to campus but have excessive tardiness or absences may have their driving privilege revoked.

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 monitors all parking lots to help keep our campus safe, clean and secure. Violations of driving,

parking laws and rules will be reported to the Career and Technical Education Center main office for appropriate disciplinary action and violation of policy may result in your driving privileges being revoked.

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 owner's expense.

*****You may **not** transport anyone other than yourself to/from the BOCES Campus.

LOCKERS AND PERSONAL PROPERTY

Lockers are assigned to students in order to secure personal belongings. Lockers and locks are school property and are on loan to students. Lockers may be searched if there is reasonable suspicion to believe that the search will result in evidence that the student violated the Code of Conduct.

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. **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 BOCES campus.

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 only. You may use the telephone in the Career and Technical Education main office. This telephone is 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.**

ELECTRONIC DEVICES

Cell phones, Pagers, Two-Way Radios and all other personal communication devices may not be used during instructional time unless authorized by the teacher for instructional use. They may be a distraction to the educational process. In the event of an emergency, the telephone in the Student Services may be used by students (see the telephone section of this handbook). Refusal to respect rules associated with the use of electronic devices may result in the cell phone or device being confiscated. Further violations could result in disciplinary action.

TST BOCES accepts no responsibility for lost or stolen cell phones or other personal electronic devices. It is strongly advised that students not bring such items to school.

INTERNET ACCESS

TST BOCES has an Internet Access Policy for students and staff. Each person using the Internet 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 BOCES 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" October 1, 2014.)

FIRE AND EMT VOLUNTEERS

SPECIAL PERMISSION may be granted to allow students to carry an emergency response device. To do this, 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. Devices must be silenced during instructional time. Students who volunteer for emergency organizations may not leave during instructional time/class to respond to emergencies.

CAREER AND TECHNICAL EDUCATION SAFETY REGULATIONS AND DRESS CODE

At the Career and Technical Education Center, courses are operated under conditions similar to those found in business and industry. Often, you will be involved in "authentic 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 Technical Education main office. Only OSHA- (Occupational Safety and Health Administration) approved safety glasses are permitted. These glasses display the OSHA symbol on each lens.
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 or earn points for daily work if you do not have acceptable clothing and safety wear. In all of our classes, we require students to wear clothing appropriate for the trade or business. Certain items may be prohibited and unprofessional attire in some working areas. If you wear such items, 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 or open-heeled 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 Technical Education 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. TST 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 BOCES 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 can 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 Regional Alternative School. By law, it is the nurse's responsibility to decide what should be done in the event of illness or injury. You must not leave the BOCES campus without authorization from the school nurse and an administrator. If the nurse decides that the student should go home, the nurse will contact the parents/guardians.

EMERGENCY DRILLS / CLOSING PROCEDURES

State law (Section 808) requires all public schools to conduct emergency drills. Twelve drills must be held each year, four of which are lockdown 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. Emergency drills are an important safety precaution.

In the event of an emergency closing, parents/guardians and students should check the TST BOCES website. In the event of an emergency closing and/or dismissal all students will be required to sign out with a parent/guardian of record, except for those riding the bus or having an approved driving pass.

INCLEMENT WEATHER

We anticipate inclement weather from time to time. In the event of a weather-related school closing, the radio and television stations in the surrounding areas will be notified **as soon as the decision is made**. The TST BOCES website will also reflect any school closings.

Tompkins-Seneca-Tioga BOCES

PLAIN LANGUAGE CODE OF CONDUCT SUMMARY

Adopted: 01/07/15 Rev.: 08/03/16; 07/11/18; 07/03/19; 09/04/19

A full copy of the TST BOCES Code of Conduct is given to parents/guardians every year. It can also be found on the TST BOCES website (www.tstboces.org). What follows is a summary of that Code.

STUDENT RIGHTS

TST BOCES is committed to protecting the rights given to **all** students by state and federal law, and to creating a safe and caring learning environment where all students have the right to:

- Take part in all school activities on an equal basis regardless of race, color, national origin, religion, gender, sexual orientation or disability.
- Share their version of events to school personnel when accused of breaking the Code of Conduct.
- Receive school rules and, when needed, have school personnel explain the rules.

STUDENT RESPONSIBILITIES

All TST BOCES students have the responsibility to:

- Show respect to other people and to property.
- Help make TST BOCES a safe and orderly place where all students can learn.
- Follow all TST BOCES rules.
- Go to school every day unless they are legally excused.
- Be in class on time and prepared.
- Work to the best of their ability on their school work and extracurricular activities.
- Ask questions when they do not understand.
- Ask for help in solving problems that might lead to discipline.
- Be respectful when given a direction by teachers, administrators or other school personnel.
- Dress appropriately for school and school functions.
- Take responsibility for their actions.
- Learn techniques to control their anger.
- Remember they are representatives of TST BOCES when participating in or attending extracurricular activities/events and display the highest level of sportsmanship.
- Understand to the best of their ability the Code of Conduct and how it relates to them.

TST BOCES believes that children learn best when there is a relationship between the school and parents/guardians. We encourage parents/guardians to help their children be the best student they can be by:

- Building good relationships with teachers.
- Knowing school rules and helping their children understand them.
- Sending their children to school prepared and ready to learn.
- Making sure their children come to school regularly and on time.
- Supporting their children's education and TST BOCES.
- Informing school staff of any changes in the home situation that may affect a student's ability to learn.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity for All Students Act is a law that focuses on making school a safe place by protecting **all** students from bullying, harassing and discriminating behavior [BOCES non-discrimination](#) (as per Policy 3110). The Dignity Act "prohibits acts of harassment and bullying, including cyberbullying and/or discrimination, by employees or students on school property or at a school function, including but not limited to such conduct based on a student's

actual or perceived, race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex.”

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can include making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

DIGNITY ACT COORDINATORS

The Dignity Act Coordinators are thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex and any other legally protected status.

The Dignity Act Coordinators are responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act, and are available to assist all students, parents/caregivers, and staff with questions and reporting.

Name	Program
Dr. Jeffrey Matteson	District Dignity Act Coordinator
Cheryl Button	Exceptional Education
Belinda Adams	Exceptional Education
Helen Staller	Exceptional Education
Michelle Nolan	Regional Alternative School
Kevin Casler	Career & Technical Education
Jeff Podolak	Career & Technical Education
Keith Williams	PTECH Academy
Jennifer Astles	Regional Dignity Act Coordinator

STUDENT DRESS CODE

A student’s clothing, footwear and appearance should:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Understand that revealing and see-through clothing may need to be covered. For examples, shirts may not show cleavage and may be no higher, on the bottom, than the tops of the hips, and shorts, skirts, and dresses must be longer than the fingertips when hands are straight down.
- Include safe footwear at all times.
- Not include (while in the building) sunglasses or hats that cover the face.
- Not include items that are vulgar, obscene, or put down others race, color, religion, national origin, gender, sexual orientation or disability.
- Be appropriate for a specific job site when a student is on that site or preparing for that site.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include the use or wearing of personal listening devices or earphones during the school day without permission.

Students who violate the Student Dress Code will be required to change their appearance by covering or removing the offending item and, if necessary, changing into an acceptable item. Any student who refuses to do so may be disciplined, up to and including in-school suspension for the day.

PROHIBITED CONDUCT

The rules of conduct listed below focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate the following rules may be subject to disciplinary action.

- Engage in conduct that is disorderly. Examples include:

- Running in the hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Restricting vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the TST BOCES' acceptable use policy.
- Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - Failing to follow reasonable directions from teachers, school administrators or other school employee in charge of the student or otherwise showing disrespect.
 - Being late, missing or leaving school without permission.
 - Skipping detention
- Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - Failing to follow reasonable directions from teachers, school administrators or other school employee in charge of the student.
- Engage in conduct that is violent. Examples include:
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student, visitor to the school or attempting to do so.
 - Possessing a weapon.
 - Displaying something that looks like a weapon.
 - Threatening to use a weapon.
 - Intentionally damaging or destroying the personal property of a student, teacher, administrator, other TST BOCES employee or visitor, including graffiti or arson.
 - Intentionally damaging or destroying TST BOCES school property.
- Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples include:
 - Lying to school personnel.
 - Stealing the property of other students, school personnel or visitors lawfully on school property or attending a school function.
 - Defamation, which is an abusive attack on a person or group of people's character or reputation.
 - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - Harassment, including sexual harassment, which includes repeated actions or statements directed at an individual or group that is intended to be or which a reasonable person would see as ridiculing or demeaning.
 - Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - Hazing, which includes any intentional or reckless acts directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 - Selling, using or possessing obscene material.
 - Using vulgar or abusive language, swearing or cursing.
 - Smoking a cigarette, cigar, pipe, e-cigarette or using chewing or smokeless tobacco or possession of a lighter or matches.
 - Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 - Inappropriately using or sharing prescription and over-the-counter drugs.
 - Gambling.
 - Indecent exposure. Example: exposing private parts of the body in a lewd or indecent manner.
 - Reporting warning of fire or other catastrophe without a valid reason, misuse of 911, or discharging a fire extinguisher.

- Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on TST BOCES buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Excessive noise, pushing, shoving and fighting will not be tolerated.
- Engage in any form of academic misconduct. Examples of academic misconduct include: plagiarism, cheating, altering records, assisting another student in any of the above actions.

REPORTING VIOLATIONS

All students are expected to quickly report violations of the Code of Conduct to a staff member, especially in situations where another student has a weapon, alcohol or illegal substance on school property or at a school function. All TST BOCES staff who are authorized to give disciplinary consequences are expected to do so in a prompt, fair and lawful manner.

MANDATED REPORTERS

All school officials, including (but not limited to) teachers, guidance counselors, psychologists, social workers, nurses and school administrators are **mandated reporters**. Mandated reporters are legally required to report suspected child abuse or maltreatment. The school will make a report to CPS and/or law enforcement when they have **reasonable cause** to believe the student is being hurt or that the student may hurt someone else.

DISCIPLINARY ACTION/PENALTIES

Students who do not follow the Code of Conduct may face disciplinary action. Consequences are different depending on which rule a student breaks. The following is a list of possible consequences and the school personnel allowed to impose the penalty.

Penalty	Authorized Staff
Verbal warning or written referral	Any member of the TST BOCES staff
Written notification to parent/guardian	Principal/Supervisor, Other Administrator or Superintendent
Detention	Teachers, Principal/Supervisor, Superintendent
Suspension from transportation	Principal/Supervisor, Superintendent
Suspension from social/extracurricular activities	Principal/Supervisor, Superintendent
Suspension of other privileges	Principal/Supervisor, Superintendent
In-school suspension	Principal/Supervisor, Superintendent
Removal from classroom by teacher	Teachers, Principal/Supervisor
Short-term (five days or less) suspension from school	Principal/Supervisor, Superintendent, Board
Long-term (more than five days) suspension from school	Principal/Supervisor, Superintendent, Board
Permanent suspension from school	Superintendent/ Board

STUDENT SEARCHES AND INTERROGATIONS

TST BOCES authorizes the superintendent, directors, and building principal/supervisor to conduct searches of students and their belongings when they have **reasonable cause** to believe the search will result in evidence that the student violated the law or TST BOCES Code of Conduct. Before searching a student or the student's belongings, the authorized school official should try to get the student to admit that they have physical evidence that he/she violated the Code of Conduct, or get the student to voluntarily agree to the search. Whenever possible, searches should be done in the privacy of an administrator's office and the student will be there while their property is searched.

The rules in this Code of Conduct about searches of students and their belongings **do not apply to student lockers, desks and other school storage places**. Students have no reason to expect privacy in these places and school officials have control over them. This means that student lockers, desks, and other school storage places can be searched at any time by school officials, without the student being told or giving their consent.

TST BOCES is committed to working with police officers and local law enforcement to make sure that the school stays safe. But, police officials have limited authority to interview or search students in schools or at school functions, or to use schools in connection to police work. Police officials can enter school property or a school function to question a student or conduct a formal investigation involving students only if they have:

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

Before the police can search or question students, the building principal/supervisor must first try to notify the student's parent/guardian to give them an opportunity to be present during the police questioning or search. Questioning and searches may not be done if the parents have not been notified, and the principal/supervisor will also be present during any police questioning or searches of a student on school property

VISITORS TO TST BOCES

To ensure the safety of all TST BOCES staff and students, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors must report to the main office of the building/department when arriving at the school. There they will sign into the building and be given a visitor's badge. This badge must be worn the entire time the visitor is at the school. Visitor's badges should be returned to the main office before leaving the building.
- Parents or others who wish to observe/visit a classroom while school is in session are required to arrange the visit in advance with the classroom teacher and TST BOCES administrator to limit class disruption.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any person on school property when they are not supposed to be will be reported to the principal/a designee and will be asked to leave. The police may be called if needed.

**TOMPKINS-SENECA-TIOGA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
CODE OF CONDUCT**

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I. Introduction

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 T-S-T BOCES recognize 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.

II. Essential Partners

A. Student Rights

The T-S-T 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 T-S-T BOCES students have the right to:

1. Take part in all T-S-T BOCES activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, 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.
4. Be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function or activity.

B. Student Responsibilities

All T-S-T 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 T-S-T 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 T-S-T BOCES when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. Conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. Report and encourage others, to report any incidents of intimidation, harassment or discrimination.
13. 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 T-S-T 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.
13. Model respect and dignity for themselves, their children and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

B. Teacher Expectations

All T-S-T BOCES teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, 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. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
6. School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
7. 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.
8. Communicate regularly with students, parents/guardians, and other teachers concerning growth and achievement.
9. Encourage students to discuss issues that are affecting their ability to be successful and be prepared to refer students to appropriate resources for assistance.

C. Pupil Personnel Expectations

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences & parent/guardian/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
4. School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
5. Regularly review with students their educational progress and career plans.
6. Provide information to assist students with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principal/Supervisor's 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.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports.
8. When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the principal or their designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

E. Superintendent

1. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
2. Review with T-S-T 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. Ensure that, pursuant to Education Law section 13, retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination.
6. Work with T-S-T BOCES administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

F. 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, T-S-T BOCES personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the T-S-T 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.
4. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

III. 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, libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, 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.

IV. 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, 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. T-S-T 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:

- Academic Misconduct
- Disrespect
- Discrimination [based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex as a basis for treating another in a negative manner on school property or at a school function as defined in Education Law §11]
- Failure to Complete Assignments
- Falsification of Statements/Documents
- Horseplay
- Inappropriate Dress
- Inappropriate Language/Gestures
- Insubordination
- Not following Safety Procedures
- Out of Class w/o Permission
- Public Display of Affection
- Sleeping In Class
- Unauthorized Driving/Riding/Parking
- Use of Non-instructional Property (ex.: cell phones, games, etc.)
- Bus Misconduct
- Cyber-Bullying
- Danger to Health, Safety, Welfare
- Disruptive Behavior/Incident
- Failure to Attend Detention
- Gambling
- Hazing
- Incendiary Devices
- Indecent Exposure
- Leaving School Building

- Leaving School Grounds
- Possession of Obscene Materials
- Possession/Use of Tobacco or Smoking Paraphernalia
- Trespassing
- Violation of Acceptable Use Policy
- Bomb Threat
- Bullying/Intimidation/ Menacing/Harassment (the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability
- Burglary (on school ground w/intent to commit a crime)
- Criminal Mischief (intentional damage of property)
- False Alarm
- Larceny/Theft
- Minor Altercations (No Physical Injury)
- Riot
- Arson
- Assault w/Physical Injury
- Assault w/Serious Physical Injury
- Forcible Sex Offenses
- Homicide
- Kidnapping
- Other Sex Offenses
- Reckless Endangerment
- Robbery (involves threat or use of physical force)
- Use, Possession or Sale of Alcohol (including designer drugs, bath salts, and chemicals that alter behavior)
- Use, Possession or Sale of Drugs
- Weapons Possession

V. 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 T-S-T BOCES staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. T-S-T 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.

VI. 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 student's 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 T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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 established.

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 T-S-T BOCES clerk within 10 business days of the date of the superintendent's 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 T-S-T 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 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 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.

VII. 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.

VIII. 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.

IX. 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 T-S-T 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 T-S-T BOCES functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The T-S-T BOCES will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

X. 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 T-S-T 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 T-S-T 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 T-S-T 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. T-S-T 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 T-S-T 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. Strip searches are intrusive in nature and are almost never justified. If school officials have highly credible evidence that such a search would prevent danger or yield evidence, such a search may be conducted under exigent circumstances. In the alternative, if school authorities believe there is an emergency situation that could threaten the safety of others, the student shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

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 T-S-T 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 T-S-T 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

T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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 T-S-T 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.

XI. Visitors to the Schools

The Board encourages parents and other component school district citizens to visit the T-S-T 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 T-S-T 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.

XII. Public 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. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including students, teachers and T-S-T BOCES personnel.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The T-S-T BOCES recognizes that free inquiry and free expression are indispensable to the objectives of the T-S-T BOCES. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

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 T-S-T 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, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, 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, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, 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 §3020-a 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 T-S-T BOCES shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the T-S-T BOCES reserves its right to pursue a civil or criminal legal action against any person violating the Code.

XIII. 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 in an age-appropriate, plain language version at a general school assembly held at the beginning of each school year.
2. Providing 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 T-S-T 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 T-S-T BOCES staff members to ensure the effective implementation of the Code of Conduct. The superintendent may solicit the recommendations of the T-S-T 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 T-S-T 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 District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

IVX. 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 (Education Law §11[1]).

“School Bus” means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

“School function” means any school-sponsored extracurricular event or activity (Education Law Section 11[2]).

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Emotional harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section s11[4] and 1125[3]).

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

“Gender” means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

“Harassment/bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that:

(a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or

(b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety;
or

(c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student;
or

(d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and nonverbal actions. (Education Law §11[7]) Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to: race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, (which includes a person’s actual or perceived sex, as well as gender identity and expression).

“Cyberbullying” means harassment/bullying, as defined above, through any form of electronic communication.

“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 T-S-T 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.

Revision Date: December 2, 2015 Reviewed Date: August 3, 2016

Revision Date: October 5, 2016

Revision Date: July 11, 2018

Reviewed Date: July 3, 2019

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APPENDIX

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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 nondiscrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or dparsons@tstbooces.org.

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:

Cindy Walter, Executive Director, Career Education
Powell Building, TST BOCES, 555 Warren Road
Ithaca, NY 14850 Phone: 607-257-1551, extension 2001

For students in Exceptional Education programs, notify:

Mr. David Barr, Assistant Superintendent
Smith Building, TST BOCES, 555 Warren Road
Ithaca, NY 14850 Phone: 607-257-1551, extension 5002

For students in Regional Alternative School, notify:

Michelle Nolan, Principal
Regional Alternative Community School, 555 Warren Road
Ithaca, NY 14850 Phone: 607-257-1551, extension 2501

For Students in the PTECH Program, notify:

Keith Williams, Principal
PTECH Program, TST BOCES 555 Warren Rd.
Ithaca, NY 14850 Phone: 607-882-9551

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 student attended before enrolled in the current school district

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

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;
7. Religious practices, affiliations, or beliefs of the student or student's parent*; or
8. 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.

12/14 Revised

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

Notice of Non-Discrimination Section 504 of the Rehabilitation Act Title IX and Title VII Sexual Harassment Policy

This policy applies to both students and employees.

The BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

Grievance Procedure Section 1

If any person believes that the BOCES or any of the BOCES's staff or any third party has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3), 504 of the Rehabilitation Act of 1973, or (4) The Boy Scouts of America Equal Access Act of 2001, that person may bring forward a complaint, which shall be referred to as a grievance, to the BOCES's Compliance Officer, Section 504 Coordinator or the United States Office for Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html> .

The Compliance Officer or Section 504 Coordinator will then investigate the substance of the grievance in a thorough and impartial manner. The Complainant and the respondent may provide evidence or witnesses to the Compliance Office or Section 504 Coordinator as part of the investigation. If a determination is found that discrimination occurred, the BOCES will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further, the BOCES prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the BOCES's Compliance Officer or Section 504 Coordinator or the United States Office for Civil Rights as noted above.

The BOCES's Compliance Officers and Section 504 Coordinators are:

David Parsons
 Assistant Superintendent
 555 Warren Rd
 Ithaca NY 14850
 607-257 -1551
 DParsons@TSTBOCES.Org

Nicole Eschler
 Executive Director Regional School Success
 555 Warren Rd
 Ithaca NY 14850
 607 257-1551
 neschler@TSTBOCES.Org

Examples of conduct violating this policy include but are not limited to: Use of race based language such as the "n" word, Unwanted touching or groping, Failure to follow an IEP or 504 Plan, Making fun of someone because of where they come from or their accent, Making fun of someone's clothes based on gender bias or religious/ethnic traditions, Making fun of someone based on their disability

Section 2

Step (a): The complainant shall discuss the grievance informally with the Compliance Officer or Section 504 Coordinator, or may file a written complaint with the Compliance Officer or Section 504 Coordinator. The Compliance Officer or Section 504 Coordinator will then investigate in an impartial and thorough manner the substance of the grievance in a thorough and impartial manner. The Complainant and the Respondent shall receive written notice in advance of any interview or hearing. The Complainant and the Respondent may provide evidence or witnesses to the Compliance Office or Section 504 Coordinator as part of the investigation. The Compliance Officer or Section 504 Coordinator will take necessary steps during the investigation to ensure the Complainant's safety. The Compliance Officer or Section 504 Coordinator will reply to the complainant acknowledging receipt of the complaint within seven (7) calendar days of the initiation of the complaint. The Compliance Officer, or the individual or entity assigned to investigate the allegations, will inform the District Superintendent if extenuating circumstances require more than sixty (60) calendar days for the investigation to be completed. Written notification will also be provided to all parties regarding the need for additional time. If a determination is found that discrimination has occurred, the BOCES will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. Such steps will include, as appropriate, offering counseling and academic support services to the Complainant and to the person engaging in the harassment. If a determination is found that disciplinary action will be taken against a responding party, written notice will be provided to the Respondent containing the allegations constituting a violation.

Step (b): If either party wishes to appeal the decision of the Compliance Officer or Section 504 Coordinator, that party may submit a signed statement of appeal to the District Superintendent within seven (7) calendar days after receipt of the Compliance Officer's or Section 504 Coordinator's response. The District Superintendent shall schedule a meeting with the complainant or the respondent and any representative and make such other inquiries which the District Superintendent deems appropriate within fourteen (14) calendar days of receipt of the appeal. The District Superintendent will consider the appeal in an impartial manner. Thereafter, the District Superintendent shall set forth a conclusion and respond in writing to the complainant and the person alleged to be engaging in the harassment within seven (7) calendar days after the scheduled meeting.

Step (c): If the appealing party is not satisfied with the conclusion of the District Superintendent, they may appeal through a signed, written statement to the Board within seven (7) calendar days of receipt of the District Superintendent's response in Step (b). In an attempt to resolve the grievance, the Board shall meet with the complainant or respondent and any representative within thirty (30) calendar days of receipt of such an appeal.

The Board's written disposition of the appeal shall be sent to the appealing party within fourteen (14) calendar days of this meeting.

Step (d): If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Section 3

The compliance officer, on request, will provide a copy of the BOCES's grievance procedure to any employee or student of the BOCES.

A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the BOCES's Compliance Officer and Section 504 Coordinator.

The words *person* and *complainant* shall include an employee as well as a student of the BOCES. Inquiries concerning the non-discrimination policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Publication

The BOCES shall promulgate this policy and the sexual harassment policy as follows:

A copy of this policy shall be distributed via TST BOCES email to each employee every school year.

In relation to an employee hired during the school year, these policies shall be distributed as part of the HR orientation.

This policy shall be published as part of the BOCES's student handbook.

The Official statement below shall be published in any recruitment materials or publications containing general information made available to participants, beneficiaries, applicants, or employees and shall include the contact information for the Compliance Officer and Section 504 Coordinator.

This policy shall be published annually in the official newspaper of the BOCES.

This policy shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address and telephone number of the BOCES's compliance officer and Section 504 Coordinator.

Official Statement: Each employment application of the BOCES shall contain the Official statement

- The BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

ADOPTION DATE 7.3.84 Most recent revision - REVISED 7.3.19

TST BOCES

REPORT OF DISCRIMINATION AND/OR SEXUAL OR OTHER FORM OF HARASSMENT

In order to assist the TST BOCES in providing for the prompt, thorough, and equitable resolution of discrimination and/or harassment allegations, please fill out the following form to the best of your abilities and submit it to the TST BOCES Compliance Officer listed at the end of this document.

Questions regarding the completion or submission of this form can be directed to the District's Civil Rights Compliance Officer(s) or a trusted staff member whom you feel comfortable.

Name of complainant: _____ Date submitted: _____

Address: _____

Home Phone: _____ Cell: _____ Work: _____

(Please circle the number you'd prefer us to call)

Email: _____

Name of Victim (if different from the complainant): _____

The victim is: (check all that apply):

An employee, holding the position of _____ at _____ (location)

A student, grade _____ at _____ (location)

Department:

CTE Regional Alternative School Exceptional Ed.

Administration Maintenance Other _____

A parent or community member

Other (please specify your relationship with or association to the District) _____

Basis of this complaint/grievance:

Race, color, creed, national origin Sexual harassment Age

Sex, gender, sexual orientation Marital status Retaliation

Disability Genetic Status

Military/veteran status Religion

Domestic violence victim status Criminal arrest or conviction record

Other/Not sure (Please briefly explain) _____

Name and/or description of accused person(s) or offending occurrence: _____

Description of alleged incident or occurrence: _____

TST BOCES

REPORT OF DISCRIMINATION AND/OR SEXUAL OR OTHER FORM OF HARASSMENT

Date, time and place of violation(s):

Witnesses, if any, or others who should be contacted with knowledge important to this investigation, including contact information for each:

Others you may have discussed this complaint/grievance/incident with, including contact information for each:

Has this incident or occurrence been previously reported? Y N If yes, when and to whom?

If the incident or occurrence has been previously reported, describe the remedy, outcome or resolution:

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

Date

Signature of Complainant

Date

Signature of Parent (if student is a minor)

Date

Received by

Please forward to the Title IX, Section 504 Compliance, and Harassment Officer(s):

David Parsons
Human Resources Office
Dexheimer Bldg.
dparsons@tstboces.org

Nicole Eschler
Executive Director Regional School Success
Dexheimer Bldg.
neschler@tstboces.org

September 2020

555 Warren Road, Ithaca, NY 14850
607-257-1551, ext. 6001
dpitcher@tstboces.org

[Annual Notification of Asbestos Related Activities and Availability of Asbestos Documents](#)

To: Parent or Guardian, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, if due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, TST BOCES has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted on June 17, 2019, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. TST BOCES developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Storage Building H and C Building on the TST BOCES campus contain no suspect asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required in those buildings. During the next year, asbestos abatement may be undertaken in some campus buildings to remove thermal system insulation, transite duct-work and or floor tile in areas planned for renovations. This work will take place during school vacation periods.

It is the intention of TST BOCES to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plans which are located in the office of David Pitcher, Director of Facilities and TST BOCES AHERA LEA Designee during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to David at 607-257-1551, ext. 6001.

Together we learn, lead, support and serve

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555 Warren Road, Ithaca, NY 14850
607-257-1551, ext. 6001
dpitcher@tstboces.org

Date: September 2020

Dear Parent, Guardian, and School Staff:

New York State Education Law Section 409-H and Commissioner of Education Regulation 155.24, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Tompkins-Seneca-Tioga BOCES is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72-hours following an application;
- anti-microbial products;
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated biopesticides;
- the application of EPA designated exempt materials under 40CFR152.25; and
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school or building, please complete the form below and either fax or mail it to David M. Pitcher, Director of Facilities and the School Pesticide Representative of TST BOCES. His FAX number is (607) 266-0029 and his mailing address is TST BOCES, 555 Warren Rd., Ithaca, NY 14850. Please feel free to contact David for further information on these requirements. He can be reached at (607) 257-1551 ext. 6001 or by e-mail at dpitcher@tstboces.org.

<p>Tompkins-Seneca-Tioga BOCES</p> <p>Request for Pesticide Application Notification</p> <p>(please print)</p>		
<p>School Building:</p>		
<p>Name:</p>	<p>Address:</p>	
<p>Day Phone:</p>	<p>Evening Phone:</p>	<p>E-Mail Address:</p>

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