



STUDENT HANDBOOK

Eastern Suffolk BOCES Career and Technical Centers

Brookhaven Technical Center • Edward J. Milliken Technical Center
Harry B. Ward Career and Technical Center • Suffolk Aviation Academy

PRINCIPAL'S MESSAGE

On behalf of the Eastern Suffolk BOCES staff, I would like to welcome you to what I know will be an exciting and productive year. The programs offered here are relevant, practical applications of what you will experience in your chosen field. Take every opportunity to make full use of our performance based curriculum, the state-of-the-art equipment and expertise of our instructional staff. Skill application and daily performance are essential components of our curriculum and of our student assessment process. Therefore, good attendance is vital to your success.

The material enclosed in this folder will help you to become familiar with the guidelines, policies and activities of the Center. If you have any questions or we can further assist you in realizing your occupational goals, please feel free to see one of our Guidance Counselors.

Success is within your grasp. Reach for it - only you can make it happen.

TOP TEN RULES FOR SUCCESS

Here are ten rules which, if followed faithfully, will assure your success in your ESBOCES program:

1. Attend school regularly.
2. Be prepared to work each day.
3. Do all homework and other assignments. Submit them when due.
4. Keep a notebook. Review your class notes each night.
5. Schedule time every evening for written homework and reading assignments.
6. Seek extra help from your teacher when you don't understand something.
7. Be aware of safety regulations when working in class.
8. Follow ESBOCES rules and classroom rules.
9. Respect the rights of others.
10. Learn to be a leader. Join SkillsUSA.

PREPARATION FOR CLASS WORK

Materials necessary for class participation are to be brought every day. These materials may be a pen or pencil, notebook, textbook, homework assignments, uniform and tools. A written notebook is to be developed in each course.

ATTENDANCE

Good attendance, adequate preparation and effort will determine your success in your chosen career and technical program. Employers in business and industry cite poor attendance as one of the most common causes of employee dismissal. Since our programs reflect actual job site experiences, regular attendance and daily participation are most important for your achievement in CTE and a successful transition from school to work.

The Board of Cooperative Educational Services (BOCES) considers student attendance to be crucial in developing the skills and attitudes necessary for success in Career and

Technical Education. In order to be eligible for a Certificate of Completion and recommended for credit, CTE students are required to be present in class for 90% of the school year. Students who have more than 18 absences will not be eligible for a certificate.

The only exempt absences are:

- Approved Eastern Suffolk BOCES Cooperative Work Program
- School District Closure
- School District Related Instruction/Activities
- New York State Testing
- School District Field Trip
- School District Transportation Delay

The only acceptable documentation of school district-related absences is a written statement from the high school principal or designee. It is the responsibility of the student to bring proper written documentation within 10 days of an exempt absence. Make up assignments for exempt absences will be provided by the teacher and will be submitted to the teacher on the due date.

A written note from a parent or guardian is required for all other absences.

An appeal process is in place for matters relating to attendance. Contact the office of the Principal for more information.

GRADING/CREDITS

The Centers use a numerical grading system to assess student performance. Each student will receive a quarterly grade based on his/her daily performance, examinations, and notebook grades.

Report cards are issued four times a year with an interim progress report mailed home at the middle of each quarter. Copies of all documents will be sent to your home school guidance office.

Academic credit for BOCES courses taken by students attending BOCES programs is awarded by local school districts. Please consult your school district regarding local attendance policies and the awarding of academic credit from a BOCES program.

COLLEGE CREDIT/ARTICULATIONS

Students may receive, in certain instances, advanced standing and/or college credits upon meeting the requirements set forth in a reciprocal agreement between BOCES and the receiving institution and/or NOCTI written assessments. See your ESBOCES Guidance Counselor for more information.

INDUSTRY ASSESSMENT CRITERIA

Eastern Suffolk BOCES shall subsidize the cost of industry assessments for students pursuing a CTE Technical Endorsement upon satisfaction of the following criteria:

- a. Achievement of an 80% or better program grade average.
- b. Cumulative total of no more than ten (10) absences during the current school year.

Students who do not meet these standards may participate in the examination, but they will be required to submit payment of all examination fees. Payment must be made prior to the examination date.

Students who pass the Industry Assessment and successfully complete the course will receive a Technical Endorsement on their High School diploma.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded at the annual Recognition Day ceremony to a student who has successfully completed the program requirements, achieved a minimum average of 65 (70% for health related programs) and maintained 90% daily attendance for the school year (no more than 18 days absent).

SCHOLARSHIPS

Scholarships may be awarded to students meeting the established criteria and recommendation from the instructor. Scholarships are sponsored by various educational, civic, community and business organizations.

HONOR ROLL

You are eligible for Honor Roll each quarter if you have maintained:

- an average of 90% or above
- a satisfactory citizenship grade
- an attendance record of 4 or fewer absences

If you have earned honor roll status during any one of the four quarters, you will be given official acknowledgment from ESBOCES.

NATIONAL TECHNICAL HONOR SOCIETY

Students may be eligible for induction into the National Technical Honor Society upon maintaining established criteria. Please contact your ESBOCES Guidance Counselor for further information.

CERTIFICATE OF MASTERY

A student who has an average of 85 or above upon completion of a program and maintains a 90% daily attendance (no more than 18 days absent) will be awarded a Certificate of Mastery at the Center's Recognition Day ceremony.

SKILLSUSA

SkillsUSA is a national organization that serves trade, industrial, technical and health occupations. Every student is encouraged to become a member, participate in building activities, and have an opportunity to showcase their leadership and trade skills at regional, state and national competitions. Competitors have the opportunity to compete for college scholarships, tools and trade specific equipment. Each Center encourages 100% participation.

GUIDANCE AND PLACEMENT SERVICES

The following support services are available to all students:

- College Placement Counseling
- Job Placement Services

Counselors are located in the guidance office and appointments should be made through your instructor.

COOPERATIVE WORK-STUDY PROGRAMS

Students are eligible for a number of "work" programs. Teachers may recommend students based on "job readiness," which includes good attendance, a positive attitude, technical skills and a 65 or better average.

The Work Experience Teacher in each Center will assist students in obtaining course related work experience. They may include internships, job shadowing, community service and more.

PROCEDURES

BOCES procedures adhere to all due process requirements and are consistent with Federal, State, and BOCES laws and policies. Clarification about these requirements, laws, and policies is included in the *Safe Schools Against Violence in Education (SAVE) Implementation Documents* available upon request in each of our schools. Violation of the *Code of Conduct* may necessitate the use of time-honored building intervention techniques, formal removal from class, or school suspension. In the event that a formal removal or school suspension is authorized, a well-defined set of procedures is followed that will include a parent's right to timely notification and follow-up conference. Details of the *Code of Conduct* will be reviewed with students at the beginning of the school year and individually with mid-year entrants.

DRUGS, SMOKING AND ALCOHOL

Board Policy dictates that drugs, smoking and alcoholic beverages are not permitted. Anyone in possession of illegal drugs or alcohol or under the influence of either of the same will be subject to immediate suspension and possible arrest.

ELECTRONIC DEVICES

The use of electronic devices such as, but not limited to, cellular phones, iPods and hand held gaming devices are prohibited, and Center officials reserve the right to remove and retain any type of equipment of this nature from a student who fails to comply with the rules. **BOCES IS NOT RESPONSIBLE** for loss, theft or damage of personal property.

COMPUTERS AND TECHNICAL EQUIPMENT

Computers need to be protected from viruses and other malware. The only way to do this effectively is by monitoring the use of memory sticks. Students are asked to take extra care with ESBOCES program-issued memory sticks used between home and school. Students presenting work, doing projects, and homework on a memory stick should have no expectation of privacy. Students are not permitted to bring personal memory sticks or CDs to class. Students who do not comply with this request may be suspended from school.

We have all heard of the drastic effect viruses can have on computers. These programs are designed to cause damage such as delete data, alter information, or destroy hardware. This may result in students losing their work, loss of time on machines that are inoperable and additional cost in buying software to inoculate or repair equipment.

DESTRUCTION OF PROPERTY

Any student who is found destroying or defacing property on ESBOCES premises will face disciplinary action and will be responsible for restitution covering the cost of restoration or replacement of the damaged property.

TRANSPORTATION TO THE CENTER

You are to ride the school bus from your home school to the Center and from the Center to your home school. Due to insurance policy regulations, students are not permitted to ride on any bus other than their assigned district bus.

Student Bus Safety/Procedure Pledge

The safe and efficient operation of school buses requires the cooperation of students and parents. Riding to and from school on the bus is a privilege, and each student is expected to respect the rights and safety of others on the bus. The following school bus behavior requirements are presented to promote the safety and comfort of all students while traveling to and from Eastern Suffolk BOCES Centers.

Failure to comply with the following rules may result in suspension of bus privileges.

1. The driver is in full charge of the bus and students.
2. Smoking, the use of drugs, alcohol, or any other contraband is **PROHIBITED**.
3. Use of obscene language, throwing of objects in the bus, or horseplay of any kind will **not** be permitted.
4. Students are **not** permitted to extend their arms, head, or other objects out an open window.
5. Only students authorized by BOCES may be permitted to ride school buses.
6. Students must remain seated while the bus is in motion and may not be allowed to enter or leave the bus while the vehicle is in motion.
7. Students are required to follow reasonable instructions given by the driver to ensure safe and secure transportation of all students.
8. Bus aisles **must** be kept clear at all times; any class projects **must be approved by the BOCES Center** In order to be transported home on the bus/van.
9. Drivers are required to file a written incident report on all unacceptable or dangerous behavior by students. **All threats of violence towards students, staff and/or facilities must be reported immediately to the BOCES Center.**
10. Buses are not permitted to leave BOCES Centers until signaled to do so by the supervising teacher or administrator on duty.
11. All passengers must exit out the front door. The emergency exit is not to be used except in emergency situations.
12. Drivers are not permitted to discharge student passengers at any point along bus routes. Students should be discharged only at BOCES Centers, at their home high school, or at BOCES approved intermediary points.
13. Students crossing the street should cross approximately ten feet in front of the bus in view of the driver and only after receiving his/her signal to do so.

A student is not permitted to drive if suspended from their district bus.

DRIVING PASS ELIGIBILITY

To be eligible for a driving pass you must have:

1. A Class D license (Senior License).
2. A job related to your course of study.
3. Permission from your home school administrator.
4. Permission from your parent or guardian.
5. A grade of 65 or better in your technical course.
6. A good attendance record.
7. A driving pass application that is completely filled out and signed by all parties accompanied by a copy of your Class D license, vehicle registration and insurance card.

Rules Governing Personal Vehicle Use:

1. You may not drive to the center until you actually have the driving pass in your possession.
2. You must carry your driving pass with you at all times.
3. Students must park in the designated student parking area only.
4. No passengers are permitted to accompany students to or from the center.

5. Hazardous driving may result in loss of privileges.
6. Suspension from any BOCES program may result in an immediate revocation of the driving pass.

The Driving Pass Will Be Suspended or Revoked if Any Rules Are Broken.

VISITORS

Throughout the year, visitations to the Center will occur. These will be made by prospective students, teachers, counselors, administrators, members of the Board of Education, industry and business representatives, prospective employers and other organizations. The impression they receive will have lasting effects. We are proud of the Center and trust that you will do your part to see that the impressions these people receive are favorable ones.

We encourage student visitors, but they will only be permitted into the building with the prior approval of the home school, BOCES counselors and administration.

EARLY DISMISSAL

Should it be necessary for you to leave school before dismissal time, follow this procedure:

- Bring a written request signed by your parent or guardian specifying who will pick you up and the time they will pick you up. You may not leave with anyone else.
- Show the request to your instructor before class begins.
- After your ESBOCES instructor has seen the request, take the request to the Main Office for confirmation.
- Have all paperwork for early dismissal completed on the day before, if possible.
- Have the person who is picking you up report to the Main Office, show identification, and sign you out of school.

Emergency Situations (for rare occurrences)

- **If you are an AM student and miss your bus at home**, an adult or family member may drive you to the Technical Center and must accompany you to the Main Office and sign you in.
- **If you miss your bus at your school, you are to report to your home school official for direction.** You are not permitted to drive to the Technical Center without prior permission from your parent/guardian, home school administrator and the Center's administrator. If an adult or family member drives you to the Technical Center, the driver must sign you in at the Center's Main Office.

EMERGENCY EVACUATION/FIRE DRILLS

Emergency evacuations are held as required by State law. The instructions for these drills will be posted in each class and will be reviewed by your instructor. Drills are conducted to ensure staff and students follow familiar procedures during a crisis.

EMERGENCY CLOSING PROCEDURE

In addition to ESBOCES utilizing the Connect Ed Emergency Telephone Notification System, Technical Center students are urged to visit the esboces.org website to learn of the status of BOCES classes on days of extreme weather conditions.

SAFETY: EYE AND BODY PROTECTION

Instructional areas may pose potentially hazardous conditions. One of the most important factors stressed in industry is "Safety." You will find safety rules and regulations continually emphasized in your course and your teacher will consistently reinforce these procedures.

Safety glasses are to be worn at all times when working in or visiting a designated shop or laboratory that is in operation. If you prefer a type of safety glasses different from the type

issued, you may furnish your own providing they meet Z87.1 – 2003 standards.

Prescription “safety eyeglasses” must be validated in writing by your ophthalmologist as meeting all Z87.1 lens and frame specifications. A validation form is available from the instructor. Attachable side shields, available from your ophthalmologist, must be worn on prescription glasses while in the shop.

The instructor will advise which procedure, A or B, is to be followed in your class:

- A. A pair of safety glasses and/or eye protection device will be assigned for use in the shop.

Students are responsible to maintain and return safety glasses in a serviceable condition at the completion or termination from the program.

- B. All persons in a shop must wear safety glasses when the equipment is operating.

One pair of safety glasses will be issued for use during the course. Student initials will be etched on the glasses’ temple.

Students are responsible for their use and care. It is the responsibility of the student for the purchase of a replacement pair, if needed (approximately \$3.00).

In many shops long hair must be pulled back or secured in some way that is acceptable to the instructor.

Safety or sanitary reasons may require special clothing such as gloves, coveralls/uniforms or special footwear. The requirements vary among the course offerings. The instructor will explain the requirements during the first week of class. Since such items are personally to be used by you, you will be responsible for purchasing them. Jewelry such as rings, watches, bracelets and earrings may create safety hazards and will not be permitted in many shops.

Your participation in shop activities will be suspended until you are equipped to work.

ACCIDENTS

Accidents involving injury to yourself must be reported to your teacher at once. First aid will be given by the school nurse and a Student Accident Report form is to be filled out by you immediately after the accident occurs.

MEDICATION

If you are required to take medication during school hours, a written request from a parent or the family physician is to be on file in the nurse’s office. The physician must indicate the frequency and dosage of a prescribed medication, and then the school nurse may administer this medication during the school day.

PASSES

A hall pass authorizes you to go from your classroom to another location in the Center. Your instructor issues the pass which is to be shown to any staff member requesting to see the pass.

A walking pass will be issued to those students that qualify. The application must be filled out completely and signed by the appropriate persons before a pass will be issued. No student will be permitted to walk to or from the Center without a walking pass.

In emergency situations, students must request a hall pass

from their teacher to use the phone in the main office. **Use of cell phones is prohibited.**

VALUABLES AND LOCKERS

Excessive amounts of money and other valuables should be left at home. An assigned locker is to contain items necessary for the course at the Center. Lockers are assigned to secure necessary items for the course. Locker combinations must be protected by you.

BOCES provides general school security features. However, any personal loss must be covered by parents’ homeowners or other insurance. BOCES does not insure the personal property of individuals.

NONDISCRIMINATION STATEMENT

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. Eastern Suffolk BOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers: the Assistant Superintendent for Human Resources, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3029, ComplianceOfficers@esboces.org; or the Deputy Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3056, ComplianceOfficers@esboces.org.

TIME SCHEDULE

Brookhaven Technical Center, E.J. Milliken Technical Center

AM Session: 7:45-10:15 PM Session: 12:00-2:40

H.B. Ward Career and Technical Center

AM Session: 7:55-10:30 PM Session: 11:55-2:25

Suffolk Aviation Academy

AM Session: 7:45-10:15 PM Session: 12:00-2:30

TELEPHONE NUMBERS

Brookhaven Technical Center	286-6500
H. B. Ward Career and Technical Center	369-8100
E. J. Milliken Technical Center	244-5800
Suffolk Aviation Academy	399-4117