



**Northern Catskills Occupational Center**  
**2020 Jump Brook Road**  
**P.O. Box 382 • Grand Gorge, NY 12434**  
**Telephone (607) 588-6291**  
**Fax (607) 588-6808**

**Otsego Area Occupational Center**  
**1914 County Route 35**  
**P.O. Box 57 • Milford, NY 13807**  
**Telephone (607) 286-7715**  
**Fax (607) 286-9603**

**2018-2019**  
**STUDENT**  
**HANDBOOK**

## **VISION STATEMENT**

“A BOCES providing world-class opportunities for the districts we represent.”

## **MISSION STATEMENT**

“To provide leadership and support systems through teamwork with component Districts to enhance students’ opportunities for a world class education.”

### **What is BOCES?**

BOCES stands for “Board of Cooperative Educational Services.” BOCES is a public organization that was created by the New York State Legislature in 1948 to provide shared educational programs and services to school districts.

### **How does BOCES work?**

BOCES services are created when two or more school districts decide they have similar needs that can be met by a shared program. BOCES helps school districts save money by providing opportunities to pool resources and share costs.

Sharing is an economical way for districts to provide programs and services that they might not be able to afford otherwise. It is more efficient and less costly to operate one central service than it is to have separate programs in each school district. However, BOCES services are often customized, offering districts the flexibility to meet their individual needs.

### **Who makes the decision about which BOCES Services to purchase?**

Each year local Boards of Education review their districts’ needs and make decisions about BOCES services. Because districts’ needs change every year, decisions about BOCES services may also change every year. The decision of whether or not to participate in BOCES services is based on the unique needs of each school district. If the school district does not require a particular BOCES service, then the school does not make a request to purchase those services.

### **Organizational Goals**

1. Provide high quality instructional programs that will prepare all students to be responsible, productive, and informed contributors to their community.
2. Provide effective leadership and support to assist districts in meeting the needs of all students.
3. Develop and enhance partnerships to provide high quality, cost effective collaborative services.
4. Develop and enhance communication within ONC BOCES and the region.

*“The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Green Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational program or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the boy Scouts of America and other designated youth groups to meet at public schools*”

**ONC BOCES  
PBIS SCHOOL WIDE EXPECTATIONS**

Positive Behavior Interventions and Supports (PBIS) is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn. PBIS addresses high rates of problem behavior that interfere with learning, ineffective and inefficient disciplinary practices, lack of supports for staff to address problem behavior, lack of general and specialized behavior interventions, negative school climates and reliance on crisis/reactive management. Through the use of data analysis, the effectiveness of PBIS will be evaluated and/or adapted on a monthly and yearly basis.

**Northern Catskills Occupational Center (NCOC) School-Wide Expectations**

1. Respect yourself and others
2. Respect the environment
3. Respect learning

**Otsego Area Occupational Center (OAOC) School-Wide Expectations**

1. Be Respectful
2. Be Cooperative
3. Be Safe
4. Be Successful

## TABLE OF CONTENTS

ACCIDENTS.....	7
ADMINISTRATION.....	28
ALCOHOL AND DRUG POLICY .....	7
ASBESTOS ANNUAL NOTIFICATION.....	32
ATTENDANCE POLICY .....	8
CAREER & TECHNICAL EDUCATION.....	8
Behavior.....	8
Completion Certificates.....	9
National Technical Honor Society .....	9
Professional Characteristics.....	9
Safety Equipment and Fees .....	10
Safety Glasses .....	11
Senior Awards/Scholarships.....	11
Student Clubs (CFES, FFA, HOSA, Leadership and SkillsUSA).....	11
Work Experience Program .....	11
CODE OF CONDUCT.....	13
Student Right and Responsibilities.....	13
With every right comes a responsibility.....	13
Prohibited School Conduct.....	14
Penalties .....	15
DIGNITY ACT (DASA), DISCRIMINATION, HARASSMENT AND BULLYING...	16
DRESS CODE.....	17
DRIVING PROCEDURES .....	18
If Permission is Granted.....	18
Missing Your Home School Bus to BOCES .....	18
Missing Your Home School Bus From BOCES.....	18
Adult Student Transportation .....	19
EARLY DISMISSAL.....	19
ELECTRONIC ACCEPTABLE USE TELECOMMUNICATIONS POLICY .....	19
Acceptable Use and Conduct.....	20
Prohibited Activity and Uses.....	20
No Privacy Guarantee .....	21
Sanctions .....	21
BOCES Responsibilities.....	21
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	29
GRADING SYSTEM .....	22
GUIDELINES FOR USE OF ELECTRONIC DEVICES (CELL PHONES).....	12
GUN FREE SCHOOL ACT.....	22
HEALTH OFFICE AND MEDICATIONS.....	22
HONOR ROLL AND PRINCIPAL’S LIST.....	22

HYGIENE ..... 22

INTEGRATED CREDIT ..... 23

LEGAL NOTICE ..... 29

MISSION STATEMENT ..... 2

    What is BOCES?..... 2

    How does BOCES work? ..... 2

    Who makes the decision about which BOCES Services to purchase? ..... 2

    Organizational Goals ..... 2

OFF SCHOOL GROUNDS BEHAVIOR ..... 23

ONC BOCES BOARD OF EDUCATION ..... 28

OUR 19 COMPONENT SCHOOL DISTRICTS ..... 28

PBIS SCHOOL WIDE EXPECTATIONS ..... 3

    Northern Catskills Occupational Center (NCOC) School-Wide Expectations ..... 3

    Otsego Area Occupational Center (OAOC) School-Wide Expectations ..... 3

PESTICIDE APPLICATION LETTER ..... 31

PESTICIDE APPLICATION NOTICE..... 30

SCHOOL CALENDAR 2018-2019 ..... 6

SCHOOL DAY & Food and Drinks in the Classroom ..... 23

STAFF-STUDENT RELATIONS (Non-Fraternization)..... 25

STUDENT LOCKERS, DESKS, AND STORAGE AREAS (SEARCHES AND SCENT DOGS)..... 23

SEXUAL HARASSMENT POLICY AND REGULATION (TITLE IX) ..... 24

    Sexual Harassment Defined ..... 24

STUDENT COMPLAINTS AND GRIEVANCES ..... 25

STUDENTS LEAVING SCHOOL PROPERTY WITHOUT PERMISSION ..... 26

TABLE OF CONTENTS ..... 4

TEXTBOOKS ..... 26

TOBACCO ..... 26

VIDEO SURVEILLANCE..... 27

VISION STATEMENT ..... 2

VISITORS TO THE SCHOOL ..... 27

WELCOME..... 7

## SCHOOL CALENDAR 2018-2019

(Subject to Change)

August 28, 2018.....	New Staff Orientation & Mentor Training
August 29, 30, & Sept. 4, 2018.....	First Day for Staff/Conference Days
September 3, 2018.....	Labor Day (No School)
September 5, 2018.....	Classes Begin/First Day for Students
October 3, 2018.....	MP1 Interim Report Cards
October 8, 2018.....	Columbus Day (No School)
October 19, 2018.....	Superintendent's Conference Day (No School for Students)
November 7, 2018.....	End of 1 <sup>st</sup> Quarter Marking Period
November 12, 2018.....	Veteran's Day (No School)
November 21-23, 2018.....	Thanksgiving Recess (No School)
December 12, 2018.....	MP 2 Interim Report Cards
December 24, 2018– January 4, 2019.....	Holiday Vacation (No School)
January 16, 2019.....	End of 2 <sup>nd</sup> Quarter Marking Period
January 21, 2019.....	Martin Luther King, Jr. Day (No School)
January 22-25, 2019.....	Regents Week
February 13, 2019.....	MP 3 Interim Report Cards
February 18, 2019.....	Presidents' Day (No School)
February 18-22, 2019.....	Winter Break (No School)
March 20, 2019.....	End of 3 <sup>rd</sup> Quarter Marking Period
March 22, 2019.....	Superintendent's Conference Day (No School for Students)
April 15-19, 2019.....	Spring Break (No School)
May 8, 2019.....	MP 4 Interim Report Cards
May 27, 2019.....	Memorial Day (No School)
June 12, 2019.....	End of 4th Quarter Marking Period
June 17, 2019.....	Last Day for Students
June 18-26, 2019.....	Regents Week
June 18, 2019.....	NCOC Completers' Ceremony (tentative date)
June 19, 2019.....	OAOC Completers' Ceremony (tentative date)
June 26, 2019.....	Regents Rating Day and Last Day for Staff

## **WELCOME**

Welcome to ONC BOCES. Our purpose is to provide quality educational programs and services to students. Our goal at ONC BOCES is to prepare you to enter the workforce or to further your education. The purpose of this handbook is to introduce you to the procedures and expectations at ONC BOCES. You will be held accountable for the information contained within this handbook. We are proud of our staff members, our facilities, and our students. We work closely with advisory committees from business and industry to be sure our programs are current and up-to-date. You and your family are welcome to come and visit the centers at any time. Our staff is ready to assist you to attain your training objectives and employment in the career of your choice.

## **ACCIDENTS**

All accidents involving injury must be reported to instructors immediately and student must be seen by the nurse. First Aid will be given and an Accident Report Form completed. Reporting every accident, however slight, is very important for your protection.

## **ALCOHOL AND DRUG POLICY**

The Otsego-Northern Catskills BOCES is committed to the prevention of alcohol and other substance use/abuse.

No student may use, possess, sell, or distribute alcohol or other dangerous substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who BOCES personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any staff member observing narcotics possession or usage by students shall report the incident immediately to the immediate supervisor or his/her designee. The District Superintendent or his/her designee shall then seek immediate action. Any narcotics found shall be confiscated immediately, followed by notification of the parent(s)/guardian(s) of the student(s) involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the BOCES shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

The complete Alcohol and Drug Policy (5440) can be obtained from the Main Office or on the school website at [www.oncboces.org](http://www.oncboces.org), then click on the Board of Education icon, click on Board Policy Manual, click on Section 5000 – Student Policies, and then click on 5440 – Drug and Alcohol Abuse.

## **ATTENDANCE POLICY**

It is the expectation of ONC BOCES that all students will be present in school on a daily basis. Absences from school will be monitored on an individual student basis.

An excused absence is an absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearances shall include: illness, death in family, medical appointment, required court appearances, religious observance, military obligations, attendance at home school activity, pre-approved scheduled college visitations, pre-approved educational experiences, or others as approved by Administrators.

**The school must receive written notification from a parent, or person in parental relationship, within 5 school days for the absence to be considered excused.** All absences for which notification has not been received within 5 days will be considered as unexcused absences and will not be changed. Credit for course work missed must be made up at the discretion of the teacher.

Please note that even if an absence is called in, a written excuse must follow upon the student's return to school.

**It is the responsibility of the parent/guardian to send a note to both the school district and ONC BOCES. The school district is not responsible to send copies of parent notes to ONC BOCES.**

The complete attendance policy (5100) can be obtained from the Main Office or on the school website at [www.oncboces.org](http://www.oncboces.org), then click on the Board of Education icon, click on Board Policy Manual, click on Section 5000 – Student Policies, and then click on 5100 – Comprehensive Student Attendance.

## **CAREER & TECHNICAL EDUCATION**

All students are eligible for Career & Technical Education (CTE) programs when they meet entry-level requirements. The Building Principal reserves the right to accept or deny entrance into any CTE Program. Students typically enroll into CTE in their junior year and complete a 2-year sequence.

### **Behavior**

Attending a CTE classroom at ONC BOCES is different than attending a regular school classroom. Because of the nature of the work, physical action and movement around the work area is necessary. You are expected to accept this situation with increasing maturity, meeting your responsibility toward yourself, your fellow students, your shop and your instructors.

Our laboratories contain hazardous areas. We will not tolerate actions, which endanger the safety of you and/or your classmates. One of the most important factors stressed in industry is safety. Safety rules and regulations are continually emphasized at ONC BOCES. Since our programs are so varied, safety rules are different in each, and each has its own safety requirements. Your instructor will outline the safety rules for your class during the first few days of the year and will be constantly alert to see that you are following them.

Failure to keep yourself safe and/or endangering the safety of others could result in immediate termination from your ONC BOCES' Program



In the shop areas, no one is to be off the yellow walkway area without appropriate safety goggles/glasses, shoes, safety training, etc.

**Completion Certificates**

Only students who meet the following guidelines will be awarded certificates of completion:

	Minimum Final	Maximum Unexcused	
	2 Year	Absentee Rate	
	Grade Point Avg	Per Year	2 Years
Certificate of Completion with Excellence	90 – 100	0 – 6	0 – 12
Certificate of Completion with Competence	80 – 89	7 – 9	13 – 18
Certificate of Completion	65 – 79	10 – 12	19 – 24
Certificate of Participation	65 or above	13+	25+

Those students who fail to achieve the 65 minimum Grade Point Average will not receive a Completion Certificate, and may not participate in the end of the year ceremony.

**National Technical Honor Society**

NTHS membership is the highest scholastic honor awarded for excellence in Career and Technical Education. Both ONC BOCES Occupational Centers have chapters of NTHS. Students meeting the NTHS criteria are eligible for membership.

**Professional Characteristics**

CTE students will be graded upon these Professional Characteristics.

Repeated studies show that many workers keep their jobs because of good character qualities such as:

1. Attendance – Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.
2. Punctuality – Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls supervisor prior to being late.
3. Workplace Appearance – Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.
4. Takes Initiative – Participates fully in task or project from initiation to completion. Initiates interactions with supervisor for the next task upon completion of previous one.
5. Quality of Work – Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.
6. Knowledge of Workplace – Demonstrates understanding of workplace policy and ethics.
7. Response to Supervision – Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance.
8. Communication Skills – Gives full attention to what other people are saying, asks questions as appropriate and understands what was heard. Communicates concerns clearly and asks for assistance when needed.
9. Solves Problems and Makes Decisions – Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.

10. Cooperates with Others – Interacts and communicates with others in a friendly and courteous way. Shows respect for others' ideas, opinions and racial and cultural diversity. Effectively works as a member of a team.
11. Resolves Conflict – Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.
12. Observes Critically – Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.
13. Takes Responsibility for Learning – Identifies one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward achieving these goals.
14. Reads with Understanding – Reads print materials in a variety of formats (signs, books, instructions sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.
15. Solves Problems Using Math – Works with mathematical information (numbers, symbols, etc.), procedures, and tools and applies skills to answer a question, solve a problem, verify the reasonableness of results, make a prediction or carry out a task that has mathematical dimensions.
16. Health and Safety – Complies with health and safety rules for specific workplace.
17. Technology – Uses job-related tools, technologies and materials appropriately.

All employers expect employees to possess the occupational skills necessary to perform the tasks of the job. Along with those skills, a positive work ethic is also required. This work ethic means attitudes which reflect punctuality, good attendance, proper attire, the ability to work well with others, honesty and integrity. Career and Technical training at ONC BOCES develops these attitudes and skills in students. There is no guarantee of employment upon enrollment or completion of a program.

The plan of alternating work and study has enabled many students to make better progress in schoolwork. Since the major emphasis in Career and Technical Education programs is hands-on experience, it is critical that attendance be regular, as lab work cannot be totally duplicated.

The attendance pattern of a student is a primary concern of prospective employers inquiring about a student's record. ONC BOCES staff cannot, in good faith, recommend a student for a job who has a history of poor attendance. At the end of the CTE program, an Employability Profile will be prepared for each student. Attendance will be reflected on the Employability Profile.

If you are attending a CTE program as a result of being in a program through the Department of Social Services, the Office of Employment and Training, or Adult Continuing Education, you may find that if your attendance becomes unsatisfactory, one of these offices will be contacting you. It will be your responsibility to contact the appropriate office to clear up the matter. Please realize that your assistance and/or ability to continue in the program may be in jeopardy.

### **Safety Equipment and Fees**

Safety or sanitation reasons may require special clothing such as gloves, coveralls, uniforms or special footwear. These requirements vary among the course offerings. These items will belong to you, and be used by you. You may be responsible for purchasing them.

Your course may require a fee, which will be used for program specific materials or equipment. All fees must be paid by September 30 or your participation in class activities will be curtailed until you have the necessary items and have paid the required fee.

### **Safety Glasses**

All students working in or visiting a shop area when it is in operation must wear safety glasses at all times for eye protection.

### **Senior Awards/Scholarships**

There are several awards and scholarships available at each center for deserving students. Scholarships and awards for CTE students are based on nomination, application, and other various criteria depending on the award.

### **Student Clubs (CFES, FFA, HOSA, Leadership and SkillsUSA)**

Co-curricular youth organizations enable members with a common career interest to:

- develop job skills and personal abilities through participation in local clubs, which are affiliated with State and National organizations;
- plan and enjoy educational, social and recreational activities;
- take advantage of opportunities to meet and learn to understand the needs of employers;
- serve others and work toward the solution of today's problems in responsible ways;
- learn to work effectively with others;
- serve themselves by developing into mature productive citizens with an emphasis on both skill and personal development.

### **Work Experience Program**

This program is intended to provide actual on-the-job work experience in related fields while you are enrolled in ONC BOCES. We endeavor to provide work experience opportunities for as many students as possible. In order to qualify, a student must have demonstrated excellent attendance, maintained satisfactory academic standing, and be recommended by their instructor. Availability of work sites is also a determining factor as to how many students can be placed. Enrollment in work experience involves signing a formal agreement with an employer, ONC BOCES and, if appropriate, Department of Social Services or Office of Employment and Training.

## **GUIDELINES FOR USE OF ELECTRONIC DEVICES (CELL PHONES)**

The District recognizes the prevalence of **Electronic Devices (ED)** in today's society and understands the potential for the devices as beneficial educational tools. This must be balanced, however, with our responsibility to maintain a safe environment for students and staff. **Use of ED during the school day is a privilege not a right.**

1. ED may only be used in classrooms for educational purposes at the discretion of staff. Any other uses of ED outside staff directives is prohibited and considered insubordination.
2. ED may be used in the "cafeteria" area during assigned eating times.
3. ED is not to be used during passing times in the hallway.
4. Recording functions used to take photos, video, or audio recordings are not to be used during the school day without permission. (Device may be confiscated and returned only to the parent or guardian.)
5. ED may not be used during any emergency drill. Devices should be completely out of sight during any emergency drill.
6. ED may not be used during ISS or in crisis intervention.
7. Inappropriate use of ED is prohibited at all times and subject to the principal's disciplinary discretion:
  - a. 1st Offense – Warning.
  - b. 2nd Offense – Devices will be confiscated and given to Principal. The student may retrieve the device at the end of the day. A referral will document the offense.
  - c. 3rd Offense - Devices will be confiscated and given to Principal. The device will only be returned to a parent or guardian. A referral will document the offense.
  - d. The Principal may rescind permission for a student to use ED during designated times if a student violates any aspect of the guidelines.
  - e. The Principal may rescind permission for ALL students to use ED at any time for safety reasons.

Students who bring ED to school **DO SO AT THEIR OWN RISK**. ONC BOCES will not assume responsibility for lost or stolen devices.

## CODE OF CONDUCT

**The Code of Conduct supports our broad discretionary authority to maintain safety, order, and discipline by acting on behaviors that are unauthorized and improper.**

The complete Code of Conduct can be obtained in the Main Office or found on our school website at –[www.oncbooces.org](http://www.oncbooces.org) - Once on the ONC BOCES homepage, use the drop down menu under the “About ONC BOCES” heading and “click” on “Code of Conduct”.

### **Student Right and Responsibilities**

**With every right comes a responsibility.**

It is the student's right:

It is the student's responsibility:

- |   |   |  |
|---|---|--|
| 1) To attend school in the district in which one's parent or legal guardian resides.  | → | To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education. |
| 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly. | → | To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.   |
| 3) To be respected as an individual.  | → | To respect one another, and to treat others in the manner that one would want to be treated.   |
| 4) To express one's opinions verbally or in writing.  | → | To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.   |
| 5) To dress in such a way as to express one's personality.  | → | To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.        |

- 6) To be afforded equal and appropriate educational opportunities. → To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
  
- 7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or → To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
  
- 8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems. → To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
  
- 9) To 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 → To respect one another and treat others fairly in accordance with ONC BOCES Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

**Prohibited School Conduct**

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District 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. It is the expectation that school is safe and welcoming for all students, staff, and visitors. Actual and perceived threats (including weapons possessions and/or students acting or perceived under the influence) to the safety of individuals, school climate, culture, and environment will be handled accordingly.

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

1. conduct that is disorderly;
2. conduct that is insubordinate;
3. conduct that is disruptive;
4. conduct that is violent;
5. conduct that endangers the safety, morals, health, or welfare of others;
6. misconduct while on a school bus;
7. any form of academic misconduct;
8. off-campus misconduct that disrupts the educational process in school or school function (including perceived Social Media bullying or threats);
9. any type of retaliation toward another student or staff member for reporting incidents of misconduct, harassments, or threats.

**Penalties**

Students who are found to have violated the code of conduct may be subject to the following penalties, either alone or in combination, including notifying law enforcement if necessary. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's rights to due process.

1. **Oral warning** – any member of the district staff
2. **Written warning** – any staff member employed by the district, including teacher aides, counselors, teachers, Administrators
3. **Written notification** to parent – counselors, teachers, Administrators
4. **Detention** – teachers, Administrators
5. **Suspension from transportation** – Administrators
6. **Suspension from social or extracurricular activities** – Administrators
7. **Suspension of other privileges** – Administrators
8. **In-school suspension** – Administrators
9. **Removal from classroom by teacher** – teachers, Administrators
10. **Short-term (five days or less) suspension from school** – Administrators
11. **Long-term (more than five days) suspension from school** – Superintendent
12. **Permanent suspension from school** – Superintendent, Board of Education

**DIGNITY for ALL STUDENTS ACT (DASA)  
DISCRIMINATION, HARASSMENT AND BULLYING  
DASA Coordinator at OAOC (Milford): Kevin Stevens 286-7715 x 3101  
DASA Coordinator at NCOC (Grand Gorge): Ryan DeMars 286-7715 x 3106  
See Something. Say something.  
Text OAOC1 and your message to 50911,  
or NCOC1 and your message to 50911**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying can occur before and after school hours, on school grounds or school functions, on a school bus while traveling to or from school, and on Social Media. According to the United States Department of Education (USDOE), [www.stopbullying.gov/what-is-bullying/definition/index.html](http://www.stopbullying.gov/what-is-bullying/definition/index.html), bullying generally involves the following characteristics:

1. An Imbalance of Power: Students who bully others use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Social Media to Cause Harm: Determining the Social Media of an individual who demonstrates bullying and threatening behaviors may be difficult, but the perception of the target is a main consideration. **Students who use Social Media outside of school hours, which creates a disruption and/or targets individuals in the school environment will be handled as either a disciplinary or bullying issue (depends on administrative interpretation).**
3. Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying, including various forms of social media:

1. Verbal: Name-calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.
2. Social: Spreading rumors about someone, excluding others on purpose, telling other students not to be friends with someone, and embarrassing someone in public.
3. Physical: Hitting, punching, shoving, kicking, pinching, poking, spitting, tripping, pushing, taking or breaking someone's things, or throwing objects.
4. Microaggressions: Are brief, everyday exchanges, verbal and non-verbal, that send messages to certain individuals that because of their group membership or lack thereof, they have little worth. These small exclusions, expressions, and gestures are often overlooked as contributing to negative school climate and over time can cause emotional harm. Some examples include:



- a. Avoiding an empty seat in class next to a student who is perceived differently.
- b. Heavy sighing, making a perceived negative comment, or displaying a perceived negative body language to indicate disapproval each time a particular student walks nearby.

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.

The principal, superintendent or the principal's or superintendent's designee shall 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.

When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the superintendent, principal, or designee shall take prompt action, 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.

The principal, superintendent, or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.

The principal shall provide a regular report, at least once during each school year, on data and trends related to harassment, bullying, and/or discrimination to the superintendent.

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.

### **DRESS CODE**

A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process.

**Examples include but are not limited to:**

1. Extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and back), see-through garments and garments that bare midriffs are not appropriate. Shorts and skirts should reach mid-thigh.
2. Underwear must be completely covered with outer clothing.
3. Footwear must be worn at all time. Footwear that is a safety hazard will not be allowed.
4. Permit the wearing of head cover in the building while respecting the decisions of instructors as to whether hats are permitted in their classrooms.
5. Appearance or dress should not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientations, or disability.

6. Appearance or dress should not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. No wheelies (sneakers with wheels) in the school building.
8. Be appropriate as required by his/her program to include uniforms, smocks, specific shoes or protective clothing and accessories.

Student dress is not a disciplinary issue until and unless a student refuses to dress in a more appropriate fashion. **The role of adults in the building is to advise or counsel students that they have drifted outside the bounds of the dress code.**

When students wear prohibited items, they will be asked to modify their appearance by covering or removing the inappropriate item. Our school nurse, has a limited supply of alternative clothing if a change of clothes is deemed necessary.

### **DRIVING PROCEDURES**

1. **ONC BOCES strictly prohibits students from driving or riding in personal vehicles to school.**
2. It is expected that students will be transported to ONC BOCES via their component school district bus.
3. All students are expected to ride BOCES approved vehicles to BOCES sponsored field trips.
4. On the rare occasion that there exists a **program** reason to drive to school, written permission must be secured by the student from the ONC BOCES instructor, component school district administrator, parent, AND ONC BOCES Principal 2 days in advance. The ONC BOCES Principal reserves the right to approve or deny driving rights to any student.

### **If Permission is Granted**

1. Safe driving procedures must be practiced at all times.
2. Students will park in designated areas.
3. **Do not drive past school buses** that are boarding or discharging students and have their red lights flashing! **Drivers passing stopped school buses will be reported to the police.**

### **Missing Your Home School Bus to BOCES**

If you miss your bus at your home school, report immediately to your home school principal. **DO NOT** drive directly to ONC BOCES. If you're home school and the ONC BOCES principal determine that there was a valid reason, permission **may be** granted for you to drive. Under no circumstances should you permit another student to ride with you to ONC BOCES who does not have permission.

### **Missing Your Home School Bus From BOCES**

It is important to be ready to leave work areas at dismissal times and promptly board buses. Students who miss their bus **MUST** report to the main office immediately to have their home school called.

Students who park their vehicle on school grounds during the day maybe subject to search if there exists "reasonable suspicion" that the search will result in evidence that the owner/driver violated the law or the district code of conduct. Refusal to submit to a search

could result in immediate forfeiture of driving privileges and possibly additional disciplinary consequences as well.

### **Adult Student Transportation**

Adult students are responsible for arranging an appropriate means of transportation while enrolled at ONC BOCES. Adult students may drive their own vehicles, arrange car-pooling with other adult students, or use public transportation. Adults wishing to ride a school bus must apply in writing to the school district. All adult students need to secure ONC BOCES parking permits.

1. Students attending through the Department of Social Services, Office of Employment and Training, or VESID should consult those offices regarding possible assistance with transportation.
2. Adult students providing their own transportation are expected to be in attendance whenever ONC BOCES is in session.
3. Adult students are not permitted to allow secondary students to ride to/from ONC BOCES with them.

### **EARLY DISMISSAL**

It is expected that students be present at ONC BOCES during instructional time. It is strongly suggested that student appointments for medical, dental, etc. and other non-instructional reasons are made AFTER instructional time.

Should it become necessary for a student to leave ONC BOCES during instructional time, the student must provide the building's Attendance Officer with written permission from his/her parent and the component school district must be notified. The student must sign out with the Attendance Officer. The students must be signed out in the main office.

Only the custodial parent or guardian may pick the student up from school. An exception is made when the parent gives permission in writing for another person to pick up their child. Individuals picking up students must have a picture ID.

### **ELECTRONIC ACCEPTABLE USE TELECOMMUNICATIONS POLICY**

The purpose of Acceptable Use Procedures for electronic telecommunications is to provide guidelines to student and staff of the Otsego Northern Catskills Board of Cooperative Educational Services (BOCES).

The purpose for providing access to electronic telecommunications is to support research and education in and among academic institutions, business, government, other organizations, and individuals by providing access to unique resources and the opportunity for collaborative work.

The Otsego Northern Catskills BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing in making electronic telecommunications available to students and staff. The Otsego Northern Catskills BOCES will not be responsible for any damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The Otsego Northern Catskills BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

### **Acceptable Use and Conduct**

- Access to the BOCES computer network is provided solely for educational purposes and research consistent with the BOCE' mission and goals.
- Use of the BOCES' computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords should be changed periodically.
- Only those network users with written permission from the principal or computer network coordinator may access the BOCES system from off-site (e.g., from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the BOCES network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the BOCES official or employee being notified.
- Any network user identified as a security risk or having a history of violations of BOCES computer use guidelines may be denied access to the district's network.

### **Prohibited Activity and Uses**

The following is a list of prohibited activity concerning use of the BOCES computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network

- Using the network for commercial activity, including advertising
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive, threatening or harassing to others.
- Using another user's account or password
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network while access privileges are suspended or revoked
- Using the network to receive, transmit or make available to others a message that is inconsistent with the BOCES Code of Conduct's policies and/or procedures.
- Revealing the personal address, telephone number or other personal information of oneself or another person.

- Using the network for sending and/or receiving personal messages
- Intentionally disrupting network traffic or crashing the network and connected systems
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee
- Using district computing resources for commercial or financial gain or fraud
- Stealing data, equipment or intellectual property
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite resources, including but not limited to downloading music videos, etc. for personal use.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

### **No Privacy Guarantee**

Anyone using the BOCES computer network should not expect, nor does the BOCES guarantee privacy for electronic mail (e-mail) or any use of the BOCES computer network. The district reserves the right to access and view any material stored on BOCES equipment or any material used in conjunction with the BOCES computer network.

### **Sanctions**

All users of the BOCES computer network and equipment are required to comply with the BOCES policy and regulations governing the BOCES computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

### **BOCES Responsibilities**

The BOCES makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the BOCES assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the BOCES computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The BOCES will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The BOCES also will not be responsible for unauthorized

financial obligations resulting from the use of or access to the BOCES computer network or the Internet.

Further, even though the BOCES may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the BOCES policy and regulation.

### **GRADING SYSTEM**

1. The passing grade is **65%**.
2. CTE Grades will be determined by 60% for assignments, projects, tests, etc. and 40% for daily work ethic.
3. Other courses are 100% on knowledge base or specific teacher derived formula
4. Interim report cards are issued approximately 5 weeks into each quarter.
5. Report cards are issued at the end of each quarter.
6. All incomplete grades must be resolved within two (2) weeks following the end of the associated quarter.

### **GUN FREE SCHOOL ACT**

The Otsego Northern Catskills BOCES (ONC BOCES) maintains a commitment to the maintenance of a safe educational environment. As a result of this commitment, no student may bring onto any premises owned, leased or contracted for by ONC BOCES, or shall have in his or her possession on any such premises, any firearm as defined in federal law. More specifically, for purposes of this act, the term "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 cutters, 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.

### **HEALTH OFFICE AND MEDICATIONS**

All students requiring medications to be taken at school must complete the parent/physician medication form. **All medication MUST be kept in the Health Office.** For students with health or medical issues, parents must contact either the NCOC school nurse at 607-588-6291 ext. 1213 or the OAO school nurse at 607-286-7715 ext. 3304.

### **HONOR ROLL AND PRINCIPAL'S LIST**

An Honor Roll is published each quarter honoring those students who have achieved an average of 90 - 95.

A Principal's List is published each quarter honoring those students who have achieved an average of 96 - 100.

### **HYGIENE**

Proper hygiene is very important at school and at work, as you will be in contact with many people during the course of the day. Each student is responsible for proper hygiene on a daily basis. It is also essential that all students wear clean, neat clothing.

## **INTEGRATED CAREER AND TECHNICAL EDUCATION (CTE) CREDIT**

Students who successfully complete a CTE program are eligible to receive 1 unit of integrated credit for each core subject: Math, English, Social Studies, and/or Science for a total of 4 credits. Each home district has different procedures and policies, so students should check with their home school counselor to find out what Integrated CTE credit will be accepted.

## **OFF SCHOOL GROUNDS BEHAVIOR**

Behavior that violates any Code of Conduct, but occurs off school grounds and/or after school hours, can be addressed by disciplinary measures in school if it causes a disruption during regular school hours (i.e. disruption of educational process, safety of students or staff).

## **SCHOOL DAY**

The school day begins at NCOC at 8:30 a.m. and OAOB at 8:15 a.m. and ends at 2:30 p.m. Component district transportation may alter students start and end times. Students arriving before classes begin will report to a designated area. All students are to remain in their classroom area until the dismissal bell.

All students are expected to be transported to and from ONC BOCES on their component school district buses.

Students who attend ONC BOCES all day will have the opportunity to eat lunch. Students may purchase a lunch or bring a lunch from home. ONC BOCES does not re-heat or cook items for students who bring a bag lunch. Students arriving at lunch time for the PM session may also bring a lunch to eat.

## **Food and Drinks in the Classroom**

Eating and having drinks in the classroom is a privilege, not a right, and is at the discretion of staff.

1. Students may purchase breakfast and/or lunch which must be consumed during the appropriate time period and is dependent on arrival and departure times.
2. Food and drink is not to be consumed during passing times in the hallway.
3. Energy drinks are prohibited.
4. Students are not permitted to sell or supply other student's food or drink items (unless directed as part of an academic program).
5. Failure to follow staff directives is insubordination.

## **STUDENT LOCKERS, DESKS, AND STORAGE AREAS (SEARCHES AND SCENT DOGS)**

Student desks, lockers, textbooks, computers, and other materials, supplies or storage spaces loaned by the school to students remain the property of the school, and may be opened and inspected by school employees at any time. Students have no reasonable expectation of privacy with respect to school property; school officials retain complete control over such property. This means that student desks, lockers, textbooks, computers, and other materials, supplies or storage spaces may be subject to search and/seizure of contraband/prohibited items at any time by school officials, without prior notice to students and without their consent. The complete code of conduct (5300) can be obtained from the Main Office or on the school website at [www.oncboces.org](http://www.oncboces.org), then click on the Board of Education icon, click on Board Policy Manual, click on Section 5000 – Student Policies, and then click on 5300 – Section XI Student Searches.

Scent Dogs may be used to assist in a search on school property.

## SEXUAL HARASSMENT POLICY AND REGULATION

### Title IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. The Board condemns and strictly prohibits all forms of sexual harassment at BOCES facilities, on school buses and at all BOCES-sponsored activities, programs and events regardless of the location. While this policy is specific to sexual harassment, other forms of harassment based upon race, creed, national origin, religion or sexual orientation are also prohibited. Complaints of all types of harassment will be handled in the same manner as specified in this policy and regulation.

### Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education including any aspect of the student's participation in BOCES-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in BOCES-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

The complete sexual harassment policy (0110) and regulations can be obtained from the main office or found on the ONC BOCES website at – <http://www.oncboces.org> BOARD OF ED, Board Policy Manual.



## NON-FRATERNIZATION

The Board of Education requires that all school district staff maintain a professional, ethical relationship with district students that is conducive to an effective, safe learning environment; and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours.

Inappropriate behavior between employees of the BOCES and students attending the BOCES' schools or availing themselves of services from the BOCES are potentially confusing to the student disruptive of his/her educational program and may threaten or violate a student's right to personal and physical integrity. In light of these considerations the Board hereby prohibits any BOCES employee from engaging in inappropriate behavior with a student who attends the BOCES' schools or who is a participant in any educational or other program (including, but not limited to, transportation or other services not directly educational in nature) which is operated, staffed, or administered by BOCES employees, contractors, BOCES service providers or volunteers regardless of the student's age or consent. The term "inappropriate behavior" includes but is not limited to flirting, an inappropriate close social relationship, making suggestive comments, dating or attempts to set up a dating situation, requests for sexual activity, inappropriate physical displays of affection, giving inappropriate personal gifts, inappropriate personal communication (via phone, e-mail, instant messaging, social media, text messaging, letters, notes, etc.), providing alcohol or drugs, inappropriate touching or engaging in sexual contact or sexual relations.

Any student who believes that he/she has been subjected to inappropriate staff behavior as defined in this policy, as well as students, staff members or third parties who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, shall report the incident to either the student's principal or the BOCES' Title IX Complaint Officer for further investigation. In all events such reports shall be forwarded to the designated Title IX Complaint Officer for further investigation. Investigations of allegations of inappropriate staff-student relations shall follow the procedures utilized for complaints of harassment with the school district.

If a student initiates inappropriate behavior, as previously defined, toward a staff member, that staff member shall document the incident and report it to his/her building principal or supervisor. Failure to report such student initiated behavior shall result in disciplinary proceedings.

The principal of each school and/or program supervisor shall be responsible for informing students and staff members of the requirements of this policy, including the duty to report any inappropriate staff-student relations. The BOCES' policy, or a summary thereof, shall be disseminated to all new staff persons and at least annually to staff and students. This topic shall be addressed in the District Code of Conduct and all staff member handbooks.

Any staff member who engages in inappropriate conduct with a student, prohibited by the terms of this policy, shall be subject to appropriate disciplinary proceedings that may culminate in termination of employment in accordance with the law, BOCES policy and regulations, and the applicable collective bargaining agreement. A violation of this policy may also subject the employee to criminal and/or civil sanctions as well as disciplinary proceedings by the State Education Department.

The Policy can be found on the ONC BOCES website at – <http://www.oncboces.org> BOARD OF ED, Board Policy Manual.

## **STUDENT COMPLAINTS AND GRIEVANCES**

The Otsego-Northern Catskills BOCES believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in the code of conduct. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

The District Superintendent is responsible for ensuring that appeal procedures are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis.

BOCES staff will notify appropriate officials at a student's home district when a complaint or grievance is filed and keep the home district informed of the status of the complaint or grievance.

## **STUDENTS LEAVING SCHOOL PROPERTY WITHOUT PERMISSION**

In the event a student in a BOCES class leaves school without authorization during the school day, the teacher and Building Principal shall make a considerable effort to find the student and encourage him/her back to school. If he/she cannot be found in a reasonable time or refuses to return the following procedure shall be implemented:

- If the class is located in the student's home district, the Building Administrator will be notified and assume the responsibility for notifying the parents and authorities.
- If the class is located in other than the home district of the student, the teacher or Building Administrator will notify authorities in the following manner:
  1. police;
  2. the parents;
  3. the administrator of the home school;
  4. the BOCES Central Office.

Once these notifications have been made, the district of residence will assume responsibility for locating the student. ONC BOCES will assist in any manner to expedite the search.

If the student returns to class, the teacher and/or Building Administrator will contact the affected parties to call off the search.

## **TEXTBOOKS**

Textbooks, tool kits and other instructional materials may be issued to you. You will be responsible for their safekeeping and be financially responsible for any items belonging to ONC BOCES which are lost or which have received unusual wear due to mishandling.

## **TOBACCO**

No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus. Tobacco means any cigarette (including e-cigarettes), cigar, dip, bidi, clove cigarette and any other smoking product; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form.

1. No student is permitted to possess tobacco on school property, grounds or at school – sponsored event or activity off campus.
2. Distribution or sale of tobacco, including any smoking device is prohibited on school property, ground or at school-sponsored event or activity off campus.
3. Students are prohibited from wearing or having in their person tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds or at school-sponsored event or activity off campus.
4. Smokeless cigarettes, commonly referred to as e-cigarettes along with related paraphernalia are prohibited.

Violations will lead to disciplinary action up to and including suspension from school. Parents will be notified of violations involving their child and subsequent action taken by administration.

### **VIDEO SURVEILLANCE**

For safety and security reasons, ONC BOCES has installed video surveillance equipment that surveys our school buildings and grounds. Video/audio tape will be reviewed by building administration and used as an informational tool.

### **VISITORS TO THE SCHOOL**

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal 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 enter through the designated single point of entry and report to the office of the Principal upon arrival at the school. There they will be required to present photo identification, 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's office before leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

**ADMINISTRATION**

District Superintendent.....	Nicholas J. Savin
Deputy Superintendent .....	Dr. Jennifer Bolton
Assistant Superintendent of Student Programs .....	Joseph D. Booan, Jr.
Northern Catskills Occupational Center (NCOC) Principal .....	Mitchell Rapp
Otsego Area Occupational Center (OAOC) Principal .....	Ryan DeMars
Otsego Area Occupational Center (OAOC) Assistant Principal and Adult Education.....	Kevin Stevens
Innovative Programs Administrator.....	Jason Sanchez
Itinerant Services Supervisor.....	Anne Pallischeck

**ONC BOCES BOARD OF EDUCATION**

- Joseph Ballard
- Paul Beisler
- Marcy Birch
- Robert Calloway
- Barbara Ann Heegan
- Kurt Holcherr
- Antoinette Hull

**OUR 19 COMPONENT SCHOOL DISTRICTS**

Andes Central School .....	845-676-3166
Charlotte Valley Central School.....	607-278-5511
Cherry Valley-Springfield Central School.....	607-264-3265
Cooperstown Central School .....	607-547-5364
Edmeston Central School .....	607-965-8931
Gilboa-Conesville Central School .....	607-588-7541
Hunter-Tannersville Central School .....	518-589-5400
Jefferson Central School.....	607-652-7821
Laurens Central School .....	607-432-2050
Margaretville Central School.....	845-586-2647
Milford Central School.....	607-286-3341
Morris Central School .....	607-263-6100
Oneonta Sr. High School .....	607-433-8232
Roxbury Central School .....	607-326-4151
Schenevus Central School .....	607-638-5530
South Kortright Central School .....	607-538-9111
Stamford Central School .....	607-652-7301
Windham-Ashland-Jewett Central School.....	518-734-3400
Worcester Central School.....	607-397-8785

## LEGAL NOTICE

Please take notice that in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, The Boy Scouts of America Equal Access Act of 2001, and New York Executive Law Section 296 and following:

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 USC 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools. The Board's policy of non-discrimination includes but is not limited to recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to education programs; course offerings and student activities. Please refer to Board Policy #01000.

The Otsego Northern Catskills BOCES offers to secondary school students and adults a variety of career and technical education programs, commensurate with the interests and capabilities of those desiring and having a need for preparatory training. It is the goal of these programs to prepare successful students to enter the world of work and/or higher education. Please refer to Board Policy #4314. A copy of the secondary vocational education courses offered are available to district residents and may be obtained on our website [www.oncboces.org](http://www.oncboces.org) or by calling (607) 286-7715 x 3101 to request a mailing.

The compliance officer for Title IX, Section 504, Age Discrimination Act, and Americans with Disabilities Act is the Deputy Superintendent who is available at the Otsego Northern Catskills BOCES Northern Catskills Occupational Center, PO Box 382, 2020 Jump Brook Road, Grand Gorge, NY 12434, (607) 588-6291 Ext. 2221. Additionally, inquiries concerning the application of regulations prohibiting discrimination may also be referred to the US Department of Education, New York Office for Civil Rights (OCR) 32 Old Slip, 26<sup>th</sup> Floor, New York, New York 10005.

Dated: August 21, 2014



**Career and Technical Education**  
**Innovative Programs**  
**Alternative Education**

---

Northern Catskills Occupational Center  
2020 Jump Brook Road, PO Box 382  
Grand Gorge, NY 12434  
(607)-588-6291 Fax: (607)-588-6808

Otsego Area Occupationa Center  
1914 Co. Hwy 35, PO Box 57  
Milford, NY 13807  
(607)286-7715 Fax: (607)286-9603

Dear Parent, Guardian and School Staff:

New York State Education Law Section 409-H and State Education Department Commissioner's Regulation 155.24, effective July 1, 2001, require 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.

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

- 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 gel 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 40 CFR § 152.25
- 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 addition, there will be no written notice of such application when a school remains unoccupied for a continuous 72 hours following an application.

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 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, please complete the form below and return it to Mr. Ryan DeMars- pesticide representative at: 1914 Co. Hwy 35, PO Box 57 Milford, NY 13807 (607)286-7715 Ext. 3106, [rdemars@oncboces.org](mailto:rdemars@oncboces.org) , or fax (607) 286-9603

Sincerely,

*Nicholas Savin*

District Superintendent

#### PESTICIDE APPLICATION NOTIFICATION

If you would like to receive 48-hour prior notification of pesticide application that are scheduled to occur in your district, please complete the form below and return it to the Mr. Ryan DeMars- pesticide representative at: 1914 Co. Hwy 35, PO Box 57 Milford, NY 13807 (607)286-7715 Ext. 3106, [rdemars@oncboces.org](mailto:rdemars@oncboces.org) , or fax (607) 286-9603

#### ONC BOCES School District Request for Pesticide Application Notification

School Building Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone:

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please feel free to contact ONC BOCES for further information on these requirements.

ANNUAL NOTIFICATION  
NOTICE TO ALL BUILDING OCCUPANTS  
OF THE AVAILABILITY OF THE SCHOOL DISTRICT  
ASBESTOS MANAGEMENT PLAN

DATE: SEPTEMBER 1, 2018  
SCHOOL DISTRICT: OTSEGO-NORTHERN CATSKILLS BOCES  
BUILDING: NORTHERN CATSKILLS  
OCCUPATIONAL CENTER  
2020 JUMP BROOK ROAD  
GRAND GORGE, NY 12434

The school district's Asbestos Management Plan was submitted to the New York State Education department on October 3, 1998 by **LEA DESIGNEE, PAUL MAROLD**. The Asbestos Management plan for this school district's buildings are available for review at the office of the Maintenance Director or the Safety/Risk Management office, in accordance with EPA's "**ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**" of 1987 (40 CFR part 763) and the New York State "**RIGHT TO KNOW LAW**".

All Management Plan records are available for review during regular business hours of 8:00am to 4:00pm, Monday through Friday.

**FOR FURTHER INFORMATION, CONTACT:**

Joshua Reiss, Safety/Risk Officer  
Telephone: (607) 435-4534

Dr. Jennifer Bolton, Deputy Superintendent-LEA Designee Telephone: (607)  
588-6291 x 2221

Vincent Wojciechowski, Maintenance  
Telephone: (607) 588-6291 x 1100

NAME: Jennifer Bolton

TITLE: Deputy Superintendent-LEA Designee





SCHOOL YEAR: 2017-18

**Career and Technical Education  
Innovative Programs  
Alternative Education**

To: Parents and Students

From: Joseph D. Booan, Jr., Assistant Superintendent for Student Programs

Date: July 3, 2018

**RE: FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Student education records are official and confidential documents protected by the Family Education Rights and Privacy Act, known as FERPA. This Act gives parents the right to review and confirm the accuracy of education records. These rights transfer to the student when the student turns eighteen years old or attends a postsecondary institution. This privacy law ensures that information collected by schools can be released only for specific and legally defined purposes. The policy is included in Board of Education Policy Manual, #5500 Student Records, which can be found online ([www.oncbooces.org](http://www.oncbooces.org)).

The Otsego Northern Catskills BOCES has a commitment to student records privacy. A copy of the Family Educational Rights and Privacy Act is attached for your review. If you have any questions regarding a student's educational records please contact one of the following persons listed below.

<b>Location</b>	<b>Name/Title</b>	<b>Phone Number</b>
Otsego Area Occupational Center Milford, New York	Joe Booan Assistant Superintendent of Student Programs	(607) 286-7715
Otsego Area Occupational Center Milford, New York	Ryan DeMars Principal	(607) 286-7715
Northern Catskills Occupational Center Grand Gorge, New York	Mitchell Rapp Principal	(607) 588-6291

Otsego Area Occupational Center Milford, New York	Jason Sanchez Innovative Programs Administrator	(607) 286-7715
Otsego Area Occupational Center Milford, New York	Anne Pallischeck Itinerant Services Coordinator	(607) 286-7715
Otsego Area Occupational Center Milford, New York	Kevin Stevens Adult Education Coordinator	(607) 286-7715

We look forward to a positive and productive 2018-2019 school year.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA give parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from the student’s education record, However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate education interest;
  - Other schools to which the student is transferring;
  - Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their right under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920