



Student Handbook

2018-2019

GST BOCES, Adult Education

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Bush Campus

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Elmira, NY 14903
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Coopers Campus

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Welcome Message

Adult Education and Training Services are vital for the success of individuals, families and businesses in our community. By providing quality, customized vocational instruction, business and industry training, literacy services, career planning and recreational programming, GST BOCES is responsive to the changing needs of business, industry and community residents. Maximizing each learner's potential enhances quality of life and strengthens our nation's labor pool and economic growth.

We sincerely hope that you find your classroom instruction to be relevant and meaningful, and your classroom instructors to be helpful and well informed. In our Adult Education programs, it is our goal to provide reasonable accommodations to ensure that our students successfully complete their programs, obtain any license necessary to work in their field, and ultimately obtain employment.

- **Timothy Driscoll, Administrator of Adult Services**
School District Administrator
- **Debra Harrington, Training and Development Specialist**
Public School Teacher Certification
- **Bridget Petrillose, Adult Vocational Specialist**
Adult Education Certification
- **Kate Bradley, Adult Education Coordinator**
Adult Education Certification
- **Laura Mallette, Financial Aid Administrator**
Adult Education Certification
- **Erin McNaney, B.S., R.N., Health Careers Coordinator**
Adult Education Certification

Mission

The GST BOCES is an education service organization driven by customer need and a commitment to excellence, whose mission is to ensure the success of our diverse learners, parents, community members, schools and businesses by providing collaboratively inspired, cost-effective, quality programs in an atmosphere that is safe and supportive.

Admission Process

Any prospective student is welcome to visit the institution prior to registering for any program.

Adults interested in enrolling in the Adult Education programs at GST BOCES must adhere to the following admissions criteria: 1.) Registration for classes is on a first-come, first-served basis. 2.) Interested individuals must be 18 years of age or older.

- Adult students seeking enrollment in a GST BOCES program through an agency sponsorship (e.g., Pro Action, ACCES/VR, and Workforce) must receive documented agency approval prior to the registration process.
- Adult students must initiate contact with, and secure endorsement from the sponsoring agency. Students must also complete a registration form for the desired program.
- Agencies sponsoring adult students must confirm sponsorship with GST BOCES.
- Those seeking enrollment in a GST BOCES program as a self-sponsored, adult student must contact us to receive and complete all applicable registration forms and/or assessment testing for the desired program.
- Adult students seeking to pay for their programs through the Sallie Mae loan process must obtain loan confirmation from GST BOCES prior to final enrollment.

- Prospective adult students must submit application/registration materials prior to any applicable program deadlines.

Adults who are accepted for admission to a program must comply with the agreed upon payment schedules in force at the time of admission. Programs requiring full-payment at the time of registration require that students make full payment prior to attending the first class session.

Any adult who knowingly provides false or misleading information on any GST BOCES applications or registration forms—or who omits information that might preclude him or her from participation in any GST BOCES program—loses eligibility to participate in said programs.

To protect the health, safety and welfare of all students, staff and property, GST BOCES reserves the right to deny or restrict admission to any adult applicant.

All adult students must contact GST BOCES to schedule a TABE/TEAS assessment for appropriate reading and math levels.

Practical Nursing Students:

TEAS—Test of Essential Academic Skills—Reading, Math, and Language—ATI Testing Company. The GST BOCES uses reading and math for the admissions process. **TEAS** is a nationally recognized, industry-developed test, which measures the aptitude of incoming students to ensure success.

Vocational Students:

TABE (Test of Adult Basic Education)—this test is administered for our vocational programs. The test measures reading and math.

Vocational training programs and funding sources use cut scores to insure student success, and the TABE is a pre-requisite for many of the longer term career education programs. The TABE is a nationally recognized, standardized test.

Students may be enrolled whose scores are below the cut-off score if there are extenuating circumstances, such as English not being the primary language. This is done on an individual basis. Students are advised regarding the test results. They may qualify for academic assistance through our Literacy department. They may also be provided with assistance with reading or math during their program.

Programs That Admit Transfer Students:

- Cosmetology, Esthetics and Nail Technology/Waxing
The potential student must provide official transcripts showing the school(s) attended and the hours completed. The students must take a written assessment and a hands-on assessment of their skills. The hands-on assessment is the New York State Board Written/Practical Examination. The Program Supervisor and an assessor (usually the classroom teacher) determine how many hours will be transferred into the GST BOCES program based on the success of the assessment. A placement time-line is determined to identify a start date if the student's current hours have not exceeded a period of two years. There is a \$125 fee for this assessment/transfer service.
- Practical Nursing
The potential Practical Nursing student will be evaluated on a case by case basis. After the Health Careers Coordinator reviews the student's transcript, a skill and theory assessment may be required to determine appropriate placement.

- **Policy On The Transfer Of Students Between Programs Within The Institution**
The Adult Education Programs that are offered by GST BOCES are separate and distinct entities. Specific trade skills do not carry over between our programs. Although academic skills may be taught in all of our programs, each program presents academic skills in a manner that applies to the specific trade. For example, dimension sizes in a machining class are not transferrable to those used in cosmetology or welding. For this reason, we do not accommodate student transfers between the programs that we offer.

Student Rights & Responsibilities

The GST BOCES Board of Education assures students that they shall have all the rights afforded to them by federal and state constitutions and statutes. The BOCES recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

The goal is to provide an environment in which a student's rights and freedoms are respected and to provide opportunities which stimulate and challenge the student's interests and abilities to his or her highest potential. These opportunities remain available as long as the student pursues these interests and studies in an appropriate manner, and does not infringe upon the rights of others.

It shall be the right of each student:

1. To have a safe, healthy and orderly school environment;
2. To take part in all adult activities on an equal basis regardless of race, gender, national origin or disabling condition;
3. To expect that reasonable accommodations are provided for students identified with special needs
4. To attend school and participate in school programs unless suspended from instruction for legally-sufficient cause, as determined in accordance with due process of law;
5. To have school rules and conditions available for review and, whenever necessary, explanation by school personnel;
6. To be suspended from instruction only after his or her rights pursuant to Education Law Section 3214 have been observed; and
7. In all disciplinary matters, to have the opportunity to present his or her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such a sanction.

It shall be the responsibility of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To work to the best of his or her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. To conduct him or herself, when participating in or attending school-sponsored extracurricular events/clinical experiences, as a representative of the district, and as such, hold himself or herself to the highest standards of conduct, demeanor and sportsmanship;
4. To seek help in solving problems that might lead to discipline procedures;
5. To be in regular attendance at school and in class;
6. To contribute to the maintenance of an environment that is conducive to learning by practicing good citizenship and showing respect for others' rights, privileges and property;
7. To dress in accordance with standards approved by the Board and the Superintendent;
8. To use appropriate language and body contact and to refrain from public displays of affection with other students, staff, faculty and visitors.

Rules and Regulations

Each school system in New York State is required by law to publish a list of rules and regulations for the maintenance of public order. Infraction of the following rules and regulations will be dealt with in accordance with New York State Law and/or the Board of Education Policy:

- Weapons, firecrackers or other explosives are not allowed on campus. If a weapon is found, the student may be dropped from the class. (NYS SAVE Legislation)
- Being under the influence of, or in the possession of, any illegal substance is strictly prohibited.
- Assault, either physical or verbal, of another student, teacher, or other school employee will not be permitted.
- Fighting will not be tolerated.
- Destroying school or personal property is prohibited.
- Setting off false alarms or taking any action that may lead to panic is not permitted.
- Swearing or the use of vulgar language is not permitted
- Refusing to follow proper procedures and wear protective equipment or clothing violates the safety rules made for everyone's protection.
- Refusal to follow the directions of instructors and other school personnel will not be tolerated.
- Students should be in authorized areas only.
- Respect the rights and privileges of others.
- No cell phone use in the classroom.
- Students of the Greater Southern Tier BOCES shall be subject to disciplinary action in relation to the possessing or smoking a cigarette, cigar or pipe, or possession or using chewing or smokeless tobacco on school premises (including buildings or grounds).

Students who break the law will be reported to the proper civil authority.

Student Concern Procedures

When there is a concern based on a serious violation of a rule or the misinterpretation or inequitable application of existing rules, procedures, regulations or administrative orders, it must be brought to the attention of a Program Specialist or the Administrator of Adult Services.

The purpose of the student concern procedure is to insure that every student has the right to present a serious concern without interference, coercion, restraint, discrimination or reprisal.

Procedure - Level I

Persons with a serious concern shall present their case to the staff member involved, in writing, within five school days. The staff member shall then, within the limits of the authority of the staff position, take whatever appropriate action is considered advisable. The staff member shall also, within five days of receiving the complaint, answer the student in writing.

Procedure - Level II

If the student is not satisfied with the action taken by the staff member involved, he/she should ask the staff member to arrange a meeting with the Program Specialist and the Administrator of Adult Services. The meeting shall take place within five school days of the request. The person filing the concern shall be given 48 hours' notice of the date and time of the meeting.

Procedure – Level III

If the results of this meeting are not satisfactory to the student, a meeting shall be arranged with the Assistant Superintendent of Instruction and all persons concerned within five days. Equal opportunity for all to be heard will be given. The decision by the Assistant Superintendent of Instruction shall be final.

Subject: Equal Opportunity Grievance Procedure For Students

The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, or admission of students.

Grievance Procedure

Section 1

If a student (or his/her parent/guardian) believes that s/he has been discriminated against in violation of policy 5010, that person may bring forward a complaint, which shall be referred to as a grievance, to a teacher or administrator, who shall then report the grievance to the BOCES' civil rights compliance officer.

Section 2

Step (a):

The complainant(s) shall discuss the grievance informally with the compliance officer, or s/he may file a written complaint with the compliance officer. The compliance officer, or a neutral, experienced party, will then investigate the substance of the complaint in a thorough and impartial manner. The compliance officer will reply to the complainant and all material parties (including the staff member/student who allegedly engaged in discrimination or harassment of the complainant), in writing within fourteen (14) days of the initiation of the complaint. If additional time is needed to conduct a thorough and impartial investigation, the compliance officer will so notify the material parties (within the fourteen (14) days above), along with an expected completion date of the investigation and the reply to the complaint.

Step (b):

If any material party wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the District Superintendent within seven (7) days after receipt of the compliance officer's decision. The District Superintendent, or designee, shall meet with any material party and/or their representatives within fourteen (14) days of receipt of the appeal, and make such other inquiries which the District Superintendent, or designee, deems appropriate. Thereafter, the District Superintendent, or designee, shall send his/her decision in writing to the material parties within fourteen (14) days of such meeting. The District Superintendent, or designee, will notify the material parties of the approximate date of a decision on the appeal, if there is good cause for an extension.

Step (c):

If any material party is not satisfied with the decision of the District Superintendent, s/he may appeal through a signed, written statement to the Board within seven (7) days of receipt of the District Superintendent's decision in Step (b). The Board shall notify all material parties of any such appeal. In an attempt to resolve the grievance, the Board (or a civil rights expert(s) on behalf of the Board) shall meet with the material parties and/or their representatives within thirty (30) days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant within fourteen (14) days of this meeting. The Board will notify the material parties of the approximate date of the meeting or a decision on the appeal, if there is good cause for an extension of the deadlines above.

Step (d):

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

Section 3

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

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer.

When used in this policy, days shall mean calendar days.

Inquiries may also be directed to the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, 1-800-917-2081, www.council.org.

Nondiscrimination

The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, admission of students, or employment. Inquiries concerning the application of regulations prohibiting discrimination may be referred to BOCES' Civil Rights Compliance Officer, (Dignity for All Students Act, Section 504 and Title IX) C. Douglas Johnson (djohnson@gstboces.org), 459 Philo Road, Elmira, NY 14903, (607) 739-3581 ext. 2273 or U.S. Department of Education Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, Telephone: 646-428-3800, FAX: 646-428-3843; TDD: 800-877-8339, Email: OCR.NewYork@ed.gov.

Sexual Harassment

The Board of Cooperative Educational Services is committed to safeguarding the rights of all students within BOCES in an educational environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the offender's intention, but also upon how the offended student perceives the behavior or is affected by it. The Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from students, or which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Students who believe that they have been subjected to sexual harassment may seek out the Program Specialist to discuss their situation and to develop a course of action to resolve the matter. All reports of sexual harassment will be held in confidence subject to all applicable laws.

Substance Abuse and Action Steps

The consumption/possession of a chemical substance, whether it is alcohol or an illegal drug which alters the ordinary physical or mental functioning of an individual, is counter-productive to the most basic purpose of education and personal development.

Any adult student consuming/possessing, or suspected of consuming/possessing, alcohol or any illegal substance on the BOCES campus or at any site off campus where instruction is being provided, will be immediately suspended and asked to leave the campus or instructional site by the person making the determination.

The student will be placed on an immediate three-day suspension from all scheduled classes. Before being fully reinstated into the program the student must:

- a) Sign a contract agreeing to a mandatory drug/alcohol screening; and
- b) Be referred for further counseling education (if found at risk of developing an addiction).
- c) Attend a follow-up interview.

Students refusing to fulfill the above requirements will be removed from the program.

Misdemeanor, Crime, Felony Conviction

A student who has been convicted of a crime (felony or misdemeanor) should inform the school Program Specialist in order to discuss potential problems that could result in a student's end goal. If interested and/or applying for a licensing program, there is no guarantee that the State Education Department would issue a license after completion of the training.

Fire Alarms

Students and teachers should be aware of designated fire exits. When the fire alarm sounds, you must leave the building immediately by the stairway or exit closest to your classroom until the "all clear signal" is given to return. Doors and windows must be closed before leaving. For any other emergencies, please follow stated instructions.

School Closings/Delays

In the event of an emergency closing or delay, students should tune into the following radio stations for closing information: WVIN FM, WKPQ FM, WLVI 94.3 FM, WOKN 99.5 FM, WELM 1410 AM, WMTT 95.1 FM, WENY 92.7 FM and 1230 AM, WINK 106.1 FM, WPGI 100.9 FM, WNGZ 104.9 FM, WWLZ 820 AM, WGMM 97.7 FM, WCBA 98.7 FM, and WCLI 450 AM. The following television stations also will carry emergency closing information: WENY, WETM and WYDC-Fox.

When Adult Ed decides to cancel classes later in the day, students should look for that information on WENY, WETM, and the BOCES and Adult Ed Facebook pages and the BOCES website.

Smoking/Vaping

Bush and Coopers Campuses: Students of the Greater Southern Tier BOCES shall be subject to disciplinary action in relation to the following: Possessing or smoking a cigarette, cigar or pipe, or possessing or using chewing or smokeless tobacco (vaping or electronic cigarettes) on school premises (including buildings or grounds).

Parking

Bush and Coopers Campuses: If a student has been issued a parking permit, it must be displayed while on campus. It is a parking violation to use a handicapped spot without a proper visual permit. It is recommended to lock vehicles upon departure.

Langdon Plaza Campus: Students are required to park at the Centertown Parking Garage located at 101 W. Gray St., Elmira, NY 14901. The parking spaces are on a first-come, first-serve basis. The monthly parking fees are paid from your tuition by GST BOCES. You are not responsible for the monthly fee at the parking garage. However, you are responsible for a \$5 deposit on the parking pass. Your deposit will be reimbursed at the end of the program when you return the card back to the parking garage as long as it is in good condition.

Productivity

Everyone is responsible for the quality of their work and is expected to pursue growth in knowledge and skill in a professional manner. Excellence is the key to success.

Safety

Safety is a primary concern in the Adult Education Program because we are concerned about your well-being:

- Employers in career and technical areas continually stress SAFETY in the work place. Your instructor will outline the safety rules for your course. Be constantly alert to safety in your own shop and when visiting other shops. Learn the rules thoroughly and follow them.
- When students are moving between buildings, they are required to use sidewalks where provided.

- You may be provided with safety glasses and/or safety equipment. Use them. They are your responsibility. If you lose them or break them through misuse, you must pay for them.
- Students will be allowed to use equipment when proper and adequate instruction has been given, with appropriate supervision, and with the teacher's permission following successful completion of the safety module.

If you are working with moving machinery, you need to take special precautions. For example:

- Do not wear rings, watches or other jewelry.
- Wear short sleeves, roll sleeves tightly above the elbow or secure long sleeves at the wrists.
- Wear work boots or shoes approved by the instructor.
- Do not wear ragged or loose-fitting clothing in the shop areas.
- If you have long hair, you may be required to wear a safety cap or some other hair restraint to protect you from getting your hair caught in equipment.

Safety equipment is provided for your own protection. Listen to your instructor and follow all rules.

Refund Policy

If GST BOCES cancels a class for any reason, tuition and fees will be refunded 100% within 45 days of the planned start date. If tuition and fees are collected in advance of the start date of classes and the student does not begin the program or withdraws on the first day, \$100 of the tuition and fees will be retained by GST BOCES. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date without a request from the student.

Any refunded money will be for tuition only and does not include book or supply fees. Please allow 45 days for a refund.

The following refund information applies only to students in programs receiving Federal Financial Aid or Title IV funding:

If a participant withdraws or is dismissed prior to the 60% point of the payment period, only a portion of the financial aid will have been earned. The student will be responsible for any amount owing on his/her billing statement. At the 60% point of the payment period, the student will have earned 100% of their financial aid and 100% of the tuition for the payment period.

Note: The full-time academic year is considered to be 900 hours in length for financial aid purposes. GST BOCES has two payment periods of 450 hours each.

Each BOCES program qualifying for Federal Financial Aid has a detailed refund policy in its respective handbook.

Veterans Refund Policy

Students not accepted by the school and students who never begin the program are entitled to a full refund of all tuition and fees paid.

In the case of student withdrawal after the commencement of classes, the school shall retain \$10.00 of the registration fee plus a percentage of tuition and fees, which are pro-rated on a day to day basis. The refund is based on the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.

Attendance Requirements

Complete Career Training Programs (CCTP) are considered preparation for employment and over 100 hours in length. It is the responsibility of all students to schedule appointments outside of training hours, to the best of his/her ability. Regular and consistent attendance is required for expected success. The following absences must be documented in writing as described:

- Written proof of compensation hearings, legal appointments, court dates DSS re-certification.
- Extended illness or serious injury of self. Letter from doctor or hospital form, stating the number of days you should stay home.
- Severe illness of child, requiring your presence. Doctor's statement is required.
- Death of a child, spouse, parent, grandparent or sibling.

The student must notify the instructor, or the Adult Education Office immediately if unable to attend class. Undocumented absences will be reflected in the student's evaluation and employability transcript. Excessive absence, even if documented, may lead to dismissal from the training program. The student is responsible for completing work missed during an absence. Programs require payment for make-up hours.

For programs with a clinical experience, 100 percent attendance is required during clinical hours.

Punctuality

All Adult Education training programs will begin promptly at the scheduled time. Punctuality is expected both at the beginning of class and all scheduled breaks. Tardiness will be reflected in the student evaluation. Where necessary, instructors of programs following New York State attendance requirements will fully inform each student of the specific time parameters for their individual programs.

Attire

Attire must be appropriate for each training program and will be reviewed at the beginning of each training program. Programs may have very specific requirements for dress determined by the field in which the students will work.

Grading Policies

Students are evaluated at the end of each module and/or at the end of the program and a grade point average of 75% (80% for Home Health Aide) is the minimum requirement. A certificate of completion and an employability transcript are provided at the end if a student completes 90% of program hours or above. Students and instructors sign off on the employability transcript after they have completed the program. Copies of each student's certificate and employability transcript are kept along with the roster and grades.

Potential employers are brought in at the end of the program to meet with students for interest in employment. Field trips are also made to targeted businesses for future work. Students and instructors sign off on the employability transcript after they have completed the program for release of information.

Certificates

Students in long term (100 hours +) training programs will be issued a certificate based on successful completion of program requirements. Students who have less than 90% attendance are required to make up hours. Additional fees will be applied for those hours. A certificate for state licensing programs requires 95 to 100 percent attendance, depending on the program.

Credit from Other Institutions

We do not accept any credits earned from another institution toward our completion requirements. However, in our Cosmetology, Esthetics and Nail Technology/Waxing Specialty, and Practical Nursing programs, we accept student hours after assessing their skill level to determine placement within the program.

In the Practical Nursing Program, the Director of Healthcare Services evaluates the student's transcript and nursing competencies prior to placement in the Practical Nursing Program. Contact the Practical Nursing Office at (607) 739-8170 for complete details.

Accidents and Illness

When an accident occurs or when you feel ill, you must report and complete the student accident report form with the instructor. Please inform your instructor of any known health problems. If you use any kind of medication which might affect your work in class, you **MUST** inform your instructor as to what kind of medication you take and how often you take it. All ambulance calls are made by BOCES staff members or at the discretion of the nurse or administrator in charge.

Telephones and Tablets

Classroom phones are to be used by instructors. In case of an emergency, family may contact the student at 739-7905. Our toll-free number is 1-877-238-5833. Cell phones are prohibited in all classrooms. However, at the discretion of the teacher, cell phones and tablets may be allowed.

Student Photo/Interview Release

Local newspapers and TV stations occasionally attend school events or interview students for news stories at the GST BOCES sites. When a story runs in a paper or appears on TV, it usually appears on the media outlet's website as well. Photos of students may appear in BOCES publications and website. If you do not wish to have your image or words used in this manner, please notify the Adult Education Office at 739-7905.

Student Evaluation of Classroom Teachers

Students have the right to evaluate classroom instruction. Such evaluation shall be treated as privileged material for the teacher and are to be used for the improvement of instruction. Students will be required to complete this confidential evaluation form at the end of every course.

Pesticide Notification

In accordance with NYS Education Law, the GST BOCES publishes the following statements to the staff and parents:

- The GST BOCES may use pesticide products throughout the school year. These products may be applied either to the interior of the GST BOCES facility or to its exterior and surrounding grounds.
- All NYS schools are required to maintain a list of staff and parents who wish to receive 48-hour prior written notification of pesticide applications at their facilities. To register for 48-hour prior notification, please check with your instructor for the proper form. Notification will be given only to those individuals who have completed the form.
- Contact Brian Bentley, superintendent of buildings and grounds, at (607) 739-3581 with any questions.

Asbestos Notification

GST BOCES has completed the inspection of all buildings to determine the condition of asbestos that is present and whether any action is required to avoid potential health hazards for students, employees and visitors.

A management plan has been developed in accordance with the Asbestos Hazard Emergency Response Act (AHERA) to ensure the continued provision and maintenance of a safe environment for students, employees and visitors. The management plan includes training of maintenance staff to prevent disturbance of asbestos and provide periodic re-inspection, surveillance and limited abatement.

A copy of the management plan is available. If you would like further information regarding this matter, please contact Brian Bentley, superintendent of buildings and grounds, at (607) 739-3581.

Social Media Guidelines

Social media are forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Examples include but are not limited to Twitter, Facebook, YouTube, Instagram and Snapchat. As students, you are expected to represent GST BOCES in a fair, accurate and legal manner. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Please take note of the following rules:

Do not post confidential or proprietary information about GST BOCES staff, fellow students, clinical facilities, patients or others who you may have come in contact with as a GST BOCES student.

Do not use the GST BOCES name (including logos and/or graphics) on personal media sites. Do not use the GST BOCES name to promote a product, service, cause or political party or candidate.

Use of computers during class shall be restricted to note taking and classroom activities. No student shall photograph, audio record, or videotape staff or fellow students for personal or social media use without the expressed written permission of the staff or fellow student.

Students will not use cellular phones and/or pagers in the classrooms or labs- these devices must be silenced during all lectures, labs and clinical rotations. No personal phone conversations or texting are allowed at any time while in customer/patient areas or in the classroom.

Note: If cell phone use during class/lab or clinical hours becomes an issue, the phone will be collected during class/lab and returned at the end of the day. You may be dismissed from class/clinical. Class/clinical will have to be made up in full no matter what time the student was dismissed, and a make-up fee will be assessed.

AT NO TIME SHALL ANY CUSTOMER/PATIENT BE VIDEOTAPED OR PHOTOGRAPHED.

Be aware of your association with GST BOCES in online social networks. If you identify yourself as a student, ensure that your profile and related content is consistent with how you wish to present yourself. Identify your views as your own.

Students will not violate confidentiality of information related to patients, clinical agencies, or internship sites including HIPAA regulations. HIPAA guidelines, if applicable, must be followed at all times. Identifiable information concerning clients/patients/clinical rotations must not be posted in any online forum or webpage.

You have sole responsibility for what you post. Be smart about protecting yourself, your privacy and confidential information as well as the privacy and rights of others.

GST BOCES has a policy of zero tolerance in relation to Cyber Bullying or any form of intimidation toward another student or staff member.

CONSEQUENCES

Students who violate these guidelines will be subject to disciplinary action including but not limited to being required to appear in front of a discipline committee, required to appear in front of a parent/family, and/or dismissal from the program. Those found in violation of this or any other statutes within the code of conduct may be subject to disciplinary action including but not limited to suspension or dismissal from your program.

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found to be defamatory, harassing or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

Students shall not access or disseminate inappropriate content or messages or otherwise engage in inappropriate use of the Internet, email, or any electronic media when using the GST BOCES computer system or when using a personal device on GST BOCES property or at a GST BOCES event in violation of the BOCES' Acceptable Use Policy. For purposes of this policy, the BCS includes any hardware, software, computer network, and/or online or electronic communication system made available by GST BOCES for use by students enrolled in its programs.

CYBER BULLYING

Cyber Bullying is defined as the use of information and communication technologies, such as email, cell phone, instant messaging, defamatory personal websites, social networking sites, and/or defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others. The use of the BOCES' network to engage in Cyber Bullying is prohibited. Cyber Bullying includes, but is not limited to the following:

- Posting slurs, rumors, and /or other disparaging remarks about school employees or students on a website or on a web blog
- Sending email or instant messages that are mean and/or threatening, or so numerous as to cause the victim emotional distress
- Using a camera phone to take and/or send embarrassing photographs/recordings of students or school employees or post these images on picture sharing or video sharing websites
- Posting misleading and/or fake photographs of school employees or students on any websites
- To the extent permitted by the First Amendment, instances of Cyber Bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered a violation of these guidelines.

Public Notification

No student shall, on the basis of gender, race, color, national origin, disability or age, sexual orientation, military or marital status, be excluded from participation in, be denied the benefits of, or otherwise be subject to unlawful discrimination under any career and technical education program or activity.

Inquiries regarding this nondiscrimination policy may be directed to:

C. Douglas Johnson
Civil Rights Compliance Officer
(Dignity for All Students Act,
Section 504 and Title IX)
459 Philo Road, Elmira, NY 14903
(607) 739-3581

GST BOCES provides cost-effective, quality programs and services through the collaborative efforts of the following school districts: Addison • Alfred-Almond • Arkport • Avoca • Bath • Bradford • Campbell-Savona • Canaseraga • Canisteo-Greenwood • Corning-Painted Post • Elmira • Elmira Heights • Hammondsport • Hornell • Horseheads • Jasper-Troupsburg • Odessa-Montour • Prattsburgh • Spencer-Van Etten • Watkins Glen • Waverly

Personal Property

The school assumes no responsibility for the personal property of students.

Financial Aid, Veterans, and Other Aid Sources

Financial aid *may* be available if you qualify. Federal Financial Aid (Including the Pell Grant, Direct Federal Loans) is available to qualified students attending on a half-time or greater basis. Other sources, such as TRA, WIOA and Veteran's benefits, may be available to qualified applicants. Information sessions/entrance testing is set up, so please call (607) 739-8170.

GST BOCES 2018-19

Regional School Calendar

<p style="text-align: center;">September 2018</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">③</td><td style="text-align: center;">④</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td></tr> <tr><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td></tr> <tr><td style="text-align: center;">30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	③	④	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p style="text-align: center;">February</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td></tr> <tr><td style="text-align: center;">17</td><td style="text-align: center;">⑱</td><td style="text-align: center;">⑲</td><td style="text-align: center;">⑳</td><td style="text-align: center;">㉑</td><td style="text-align: center;">㉒</td><td style="text-align: center;">23</td></tr> <tr><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2						3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	⑱	⑲	⑳	㉑	㉒	23	24	25	26	27	28		
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09/03/18 Labor Day
 09/04/18 Conference Day
 10/08/18 Columbus Day
 10/19/18 Conference Day
 11/12/18 Veterans Day
 11/21/18- Thanksgiving
 11/23/18 Recess
 12/24/18- Winter
 01/04/19 Recess
 01/21/19 Martin Luther King Day
 01/28/19 Conference Day
 02/18/19- Mid Winter
 02/22/19 Recess
 03/15/19 Conference Day
 04/15/19- Spring
 04/19/19 Recess
 05/27/19 Memorial Day
 06/26/19 Last Day of School

Days Schools are in Session:
 Sept.....18 + 1 Feb15
 Oct21 + 1 Mar20 + 1
 Nov18 Apr17
 Dec15 May22
 Jan17 + 1 June18
 89 + 3 92 + 1

Total Number of Days: 181 + 4 = 185

Holiday or Recess

Conference Day

*October 12 will be the emergency early release day. Students will be dismissed 15 minutes early.

Regents Exams - January 22-25, 2019

Regents Exams - June 3, 18-25, 2019

Rating Day - June 26, 2019



VEHICLE REGISTRATION FORM
Bush Campus and Coopers Campus

DRIVER'S INFORMATION

Last Name _____ First Name _____ Middle _____

Address _____
Street City State Zip

Year/Make/Model/Color _____

License Plate # _____ State _____

Do you possess a **permit or license plate** that authorizes you to utilize parking spaces reserved for individuals with a disability? (Handicap)

____ Yes ____ No **If Yes, complete the information below:**

Permit: # _____ Town _____ Exp. Date ____/____/____

Notice: Using a permit belonging to someone else is a violation.

“I have been given a copy of, and will abide by, the rules/regulations contained in the Student Handbook.”

Signature _____ Date _____

Student Handbook



2018-2019

Handbook Agreement Signature Sheet

I hereby acknowledge that I have received, read, and will comply with, the provisions set forth in the Student Handbook.

Student's Name (Print) _____

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____