Broad Horizons Academy/Elsmere Program

2013-14 Student Handbook
**Philosophy of Broad Horizons Academy**

We believe that the combined professional staff of educators and clinicians at Broad Horizons Academy have the primary responsibility to provide comprehensive and individualized treatment and education to our students.

The staff of GST BOCES and Elmira Psychiatric Center employees work in a cooperative and collaborative manner to provide an intensive psycho-educational program. This combines a therapeutic and educational approach to meet the needs of each student.

**Student Rights and 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 will be 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 Broad Horizons Academy activities on an equal basis regardless of race, gender, national origin or disability;
3. 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;
4. To have school rules and conditions available for review and, whenever necessary, explanation by school personnel;
5. To be suspended from instruction only after his or her rights pursuant to Education Law Section 3214 have been observed; and
6. 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 members imposing such 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 himself or herself, when participating in or attending school sponsored extracurricular events, 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 due respect for the rights, privileges and property of others;
7. To dress in accordance with standards established by the board and superintendent;
8. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues; and
9. To use appropriate language and body contact with other students, staff, faculty and visitors.

Therapeutic Support

Each student at Broad Horizons Academy is assigned a social worker/therapist at the beginning of the school year. All students are required to participate in individual and group counseling on a weekly basis (exceptions may be made to group counseling for students attending BOCES CTE Program classes or employed through our school–work experience program).

The goal of counseling is to assist students in improving their overall behavior and social development, allowing them to have successful educational experiences. Students are encouraged to develop trusting relationships with all staff. When needed, social workers are available to help students deal with personal and private matters and to assist them and their families in getting community agency support (i.e. DSS, Family Services, YMCA, etc.)

The Cluster teaching teams share student information to assist the student in being successful. Any student disclosing information considered endangering to himself/herself and/or others will be reported to the appropriate officials.
**Intakes**

It is imperative that the parents and agency representatives (if any) complete the Broad Horizons Academy intake process prior to initial placement.

This allows staff members and parents to discuss pertinent educational and record-keeping matters. A therapist will complete the psychosocial assessment and explain counseling/therapy services.

Participants at the intake interview will tour the facility and meet the prospective teacher and social worker/therapist whenever possible.

**Pertinent Student Information**

Any changes of address or other pertinent information should be provided to the school as soon as possible (i.e., medication changes, emergency numbers, parental custody changes, etc.).

**Attendance**

A. Student absences, tardiness and early dismissals are closely monitored and are determined to be either excused or unexcused. To be considered excused, there must be a signed, written note from a parent/guardian confirming one of the following:

1. Illness
2. Illness or death in the family
3. Unsafe travel conditions
4. Religious obligations
5. Medical appointments
6. Quarantine
7. Required court appearances
8. Approved college visits
9. Approved cooperative work programs
10. Approved field trips

Otherwise, the absence, tardiness or early dismissal will be considered unexcused.

B. Steps to follow when absent:

1. Parents/guardians are encouraged to phone the school and inform the office of the absence. Classroom staff will verify absences on a daily basis.
2. Parents/guardians are required to write and sign an excuse giving the student’s name, date of absence, and reason for absence.
3. All excuses should be given to the teacher.
4. Students should ask all teachers for makeup assignments.
**Tardiness**

When a student is tardy, he or she should bring a parent/guardian-written note stating the reason for the tardiness, sign in at the office, and go to their classroom.

Students are not allowed in the school building until 7:45 a.m. and are considered tardy after 8:25 a.m.

**Medications — Health Office**

Students who require prescribed medication during school hours must take it under the direction of the school nurse. Parents/guardians are required to deliver all medication to the nurse. The prescription bottle and a note from the doctor must be included. Accurate dosage and times to be taken are needed.

Aspirin, Tylenol, and other over-the-counter drugs will be given by the school nurse only with parental permission and a note from the physician.

**Assemblies and Field Trips**

Student’s behavior should be courteous at all times. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program. Students are to follow the directions of the staff person in charge. All school rules apply at assemblies or on field trips.

Written permission from the parent/guardian is required to attend any field trips.

**Visitors to the Building**

All visitors must report directly to the school office to make their presence known and to sign in. They will be required to wear a visitor’s pass so staff will know they are authorized to be in the building.

Upon signing in, the appropriate staff member will be contacted to come to the office and escort the visitor to the assigned meeting place.

All visitors are required to follow staff requests. Refusal will result in administration being notified and actions taken as deemed necessary. These could include asking the visitor to return to the office, leave school property and/or calling the police for support.

**Student Discipline**

Our goal is to encourage and expect the development of self-discipline and responsibility among our students in all situations. Ideal discipline is self-directed and self-controlled.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole edu-
cational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, students should form a correct attitude toward it and not only do your part in making our school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

**Use of Time-Out**

Time-out is an intervention which may be used as part of a larger behavioral system within BOCES Special Education programs. Time-out is a period of time when a student is removed from or denied the opportunity to obtain positive reinforcement in accordance with acceptable behavioral management techniques. The following are guidelines for the use and application of time-out procedures.

**Due Process Rights**

A. The use of time-out will not violate the due process rights of students and will be specified in the student’s IEP with full disclosure of the procedure to parents. This disclosure explains why time-out is appropriate, behavioral changes sought by its use, factors which may precipitate its use, duration of stay, frequency of use and any other special precautions that must be taken when placing a student in a time-out room.

B. Each school year, staff will explain to the student the behavioral system and the role time-out plays in that system.

C. The behavioral management system must provide verbal de-escalation strategies prior to the use of time-out.

D. The length of time will be determined by the student’s age, current behavioral needs and safety.

**Planning Room**

Planning Room referrals are made when a student poses a threat to harm him or herself, others and/or destroy property. Referrals also may be made when students are being chronically non-compliant/disruptive in their school environment. The Planning Room utilizes a therapeutic approach which allows students to develop a plan to be successful in his/her school program.

**Time-Out Room/Planning Room**

The use of the time-out room may be appropriate when a student exhibits behaviors that are threatening or injurious to self or others, destructive to property, or severely disruptive to the school environment.
**Student Dress Code**

Any attire that is vulgar, gang-related and obscene or insults others, promotes the use of alcohol, tobacco or illegal drugs or encourages illegal activities or violence is not allowed.

A. Acceptable shirts, sweaters, sweatshirts
   - Crew, V-neck, collared shirts, dress shirts, turtlenecks, either long or short-sleeved.
   - Midriff and chest area must be covered.
   - Tops must be at least below belt loops. If not, the shirts must be layered so that this length is met.

B. Unacceptable shirts, sweaters, sweatshirts
   - Winter coats, jackets and outerwear such as sweatshirts and hoodies are not to be worn inside during the school day.
   - Swim suits, except while at the pool; no Speedo, thong or bikini two-piece styles.
   - Pajama tops/sleep garments.
   - Tank tops, tube tops, halter-tops or single-shoulder tops.
   - Mesh or fishnet styles, if worn as a singular top with nothing underneath.
   - Spandex-type materials.
   - Clothing that exposes the back, chest, shoulders or midriff.
   - Low-cut or plunging necklines.
   - Sheer and see-through clothing.
   - Undergarments that are visible.

C. Acceptable pants, shorts, skirts, dresses
   - Capri-length pants, gaucho pants, Bermuda or walking shorts.
   - Shorts, dresses, jumpers or skirts/skorts must be longer than the fingertips when hands are straight down.

D. Unacceptable pants, shorts, skirts, dresses
   - Pants that do not fit the wearer’s waist, expose skin or undergarments or need to be held up with a hand.
   - Bottom of zipper on pants or shorts falls below the knee.
   - Pockets on jeans hang at the thigh or lower.
   - “Low rider” jeans that expose skin or undergarments.
   - Pajama bottoms.
   - Undergarments, underwear or boxers that are visible.
   - Sheer and see-through clothing.
   - Short shorts.
   - Chains or metal belts.
• If pants are baggy and fall below the hips and expose undergarments or skin, a belt must be worn to keep pants up to prevent exposure or undergarments or skin.

E. Acceptable footwear
• Sneakers, loafers, boots; other closed footwear, including clogs and crocs.

F. Unacceptable footwear
• Flip-flops (flexible rubber sandals).
• “Heelies” (sneakers with built-in rollers).
• Any footwear with a heel higher than two inches or that presents a safety hazard.
• Slippers.

G. Accessories
• Headgear: hats, head scarves, hoods, wave caps, stocking caps, visors, sunglasses and bandannas must be removed upon entering your classroom and stored out of sight. This applies to both men and women.
• Any form of spray deodorant or perfume is not permitted at school. Solid or roll-on is acceptable.
• Compromising safety: Chains, clothing or any other items with pointed metal studs that may be deemed hazardous in any way are not permitted in school. This includes, but is not limited to, wallet chains, bracelets, belts, chokers, rings, over-sized earrings, etc.
• Lighters or matches are not permitted to be carried at school by students.
• Stuffed animals and blankets are not permitted in school.
• Over-sized duffle bags are not permitted.

H. Electronic Devices
• GST BOCES and Broad Horizons Academy assumes no liability for students cell phones, iPods and other music devices; Game Boys and other gaming devices; and Personal Digital Assistants (PDAs).
• Cell phones and similar hand-held communication devices; iPods, MP3 players and similar music devices; and PDAs shall not be used by students and must be turned off on school premises during the school day.
• iPods, MP3 players and similar music devices may be used in class with teacher authorization. Students may wear headphones to class from the bus or to the bus from class. However, the sound cannot be excessive to the point where he or she cannot hear directions from staff.
• Cell phones will be confiscated if seen or heard.
• Laser pointers are not permitted at school.

The building principal or his designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and when any revisions to the dress code are made during the school year.

Administrators reserve the right to identify exceptions to items identified in this policy, as it is not possible to identify every acceptable and unacceptable clothing item.

If you violate the dress code, you will be asked to change or turn your shirt inside out. If you refuse, you may not be allowed to leave class or will be referred to the principal for disciplinary action.

In general, if there is any question about an item being appropriate, do not wear or bring it to school.

**Bus Transportation Rules and Regulations**

Once a student boards a district school bus, the student becomes the responsibility of the home school district. The student who is granted the privilege of riding a district school bus must assume certain responsibilities. If not, the student may face a revocation of the bus transportation privilege. Should such action be taken, the student’s parents/guardians will be notified and it will become their responsibility to provide transportation. The due process procedure will be used to deal with misbehavior of children on school buses.

The privilege of riding a BOCES school bus also bears certain responsibilities. The student who cannot accept these responsibilities will also face a revocation of the bus transportation privilege.

The following rules of conduct will apply to behavior on district and BOCES school buses:

1. Students must conduct themselves in a manner that will not interfere with the safe operation of the bus and, subsequently, the safety and well-being of its passengers.
2. Students must obey the instructions of the bus driver at all times. The driver has the authority to give directions, arrange for seating and implement rules for the safe and orderly conduct of students.
3. School discipline policies in effect in the classroom also apply to the bus.
4. If you come to school on a bus, you must return home on the bus that day unless written permission is sent by the parent/guardian to the office.
5. Wait until the bus stops before boarding. Immediately go to the appropriate seat.
6. Always walk in front of the school bus when getting on and off.
7. Swearing and other vile language must not be used. No quarreling, fighting or rough play is allowed.
8. Students will not extend part(s) of bodies out of school bus windows.

**Arrival and Dismissal Time at School**

Students are not allowed in the building until 7:45 a.m. Dismissal begins at 2:00 p.m.

**Early Dismissal from School**

Students needing to be excused from school before dismissal time must present a note from a parent/guardian explaining the reason on the day the release is necessary.

Parents/guardians are required to sign out the student in the office prior to them leaving the building.

**Alternative Transportation at Dismissal**

All students are assigned to school buses and are expected to ride to and from the Broad Horizons Academy aboard the designated bus since this ensures the greatest safety to students. Therefore, bicycle riders and walkers are not allowed. If it is necessary for parents/guardians to pick up a student, written permission must be provided and the parent/guardian must report to the Broad Horizons Office to sign out the student. Campus policy prohibits students from driving to school.

**Vandalism and Property Damage**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property are subject to disciplinary action and may be required to pay for losses and damages. If a student accidentally damages something, it should be reported immediately to the office.

**Textbooks**

All basic textbooks are loaned to students for their use during the school year. Students may be required to pay for lost or damaged books.

**Student Organizations**

Student organizations may be utilized in developing and maintaining a school-wide understanding of student rights and responsibilities and to encourage the development of responsible civic behavior. Class or school organizations may also be established to serve as channels for the expression of student opinions.
Delayed Opening and Emergency School Closing

Due to inclement weather or other emergency situations, school may open up to two hours later than the normal school day. Please listen to the local radio and TV stations each morning for an update. At times it may be necessary to send students home early. Parents/guardians are advised to have an alternative plan for supervision of their children if they are not home during the school day.

Report Cards/Parent-Teacher Conferences

Report cards are mailed at the end of each marking period. Parents/guardians are encouraged to meet with the appropriate school staff on a regular basis.

Emergency Drill Procedures

Emergency drills (i.e., fire drills, bus drills, and emergency evacuation) will be practiced routinely throughout the school year. These drills are for the protection of each individual and must be carefully observed. Students should proceed according to directions posted in classrooms and/or staff directions.

Breakfast and Lunch Program

A nutritious breakfast and lunch is provided by the Horseheads School District. Applications for free and reduced-fee breakfast and lunch can be obtained at the school office.

Bullying and Harassment

No BOCES student shall be subjected to harassment by BOCES employees or other BOCES students on BOCES property or at a BOCES function.

No BOCES student shall be subjected to discrimination based on the student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by BOCES employees or other BOCES students on BOCES property or at a BOCES function.

Sexual Harassment of Students

The GST BOCES and Broad Horizons Academy are committed to safeguarding the right of all students within the BOCES to an educational environment that is free from all forms of sexual harassment. Sexual harassment not only depends upon the offender’s intention but also upon how the offended student perceives the behavior or is affected by it.

We condemn 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 should discuss their situation with the school nurse and/or counselor to develop a course of action, either formal or informal, to resolve the matter.

**Suspected Child Abuse and Maltreatment**

Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment must immediately report this to the principal.

Further appropriate action will then be initiated.

**Articles Prohibited in School**

Students are not to bring articles to school which are hazardous to the safety of others or interfere with the learning process. Possession of undesirable items such as cellular phones, other electronic devices and items that are disruptive to the educational process will be confiscated. Bringing items such as CDs, tapes, card collections, Gameboys, etc. to school to exchange or sell is prohibited.

Open containers and energy drinks are not to be brought into the school for student safety.

**Dangerous Weapons in School**

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous chemical, explosive or any object that is not necessary for school activities and that could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device or any other instrument capable of inflicting bodily harm.

**Illegal Use of Drugs/Alcohol/Synthetic Drugs/Hallucinogens (Examples: Bath Salts, Imitation Marijuana, Electronic Cigarettes) on School Property**

A student will be immediately referred to the building principal when found to be under the influence of drugs/alcohol on school property or in school vehicles.

The principal will investigate the situation to the fullest extent possible and notify the student’s parent/guardian and may notify law enforcement authorities. The student may be suspended immediately in accordance with Education Law Section 3214.
Possession or Sale of Drugs/Alcohol/Synthetic Drugs/Hallucinogens (Examples: Bath Salts, Imitation Marijuana, Electronic Cigarettes) on School Property

As defined in Section 220 of the New York State Penal Law, “sale” is defined as “to sell, exchange, give or dispose to another or to offer or agree to do the same.” Possession or sale of drugs will not be tolerated on the property or in the building of the school district.

A student found to be selling, distributing or possessing illegal drugs/alcohol on school property will be referred to the building principal immediately. The building principal:

1. Will investigate the situation to the fullest extent possible.
2. Will notify the student’s parent/guardian.
3. May suspend the student in accordance with Education Law Section 3214.
4. Will notify the appropriate law enforcement agency and cooperate where appropriate.
5. Will refer the case, along with all supporting data, to the director for further action.

Searches and Interrogations

In recognition of certain societal problems which present themselves from time to time in our schools, the GST BOCES Board of Education authorizes the Broad Horizons administration (superintendent’s designees) to conduct searches of students and their possessions for illegal matter which otherwise constitutes a threat to the health, safety, welfare or morals of students.

Searches shall be conducted based upon reasonable suspicion. When illegal matter has been obtained, the school administration will be responsible for delivering such matter to police authorities.

Students should be aware that under law, lockers, desks and other school storage places may be subject to inspection at any time by school officials.

Interrogation of Students by Police

A police officer may enter school for the purposes of interrogating, searching or conducting formal investigations of students if he/she has a warrant for arrest or search, if a crime has been committed on school property, or if he/she has been invited by school officials. School administration will first attempt to contact a parent or guardian by telephone prior to any such interrogation. In the event that a parent or guardian cannot be contacted beforehand, school officials will notify the parent as soon after as possible. A school official will be present during the meeting.
Student Complaints and Grievances

Students will 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 shall be provided with information regarding the prompt and equitable resolution of the complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

For informal conciliation, students should confer with the appropriate classroom staff to achieve prompt resolution. Students may appeal to the building administrators who have the final determination on all matters.

GST BOCES Computer Network Agreement

The BOCES Computer Network Agreement must be signed by the student, parent and teacher before a student will be allowed to use the computer network. Students and parents must understand that inappropriate network use will result in the loss of the privilege to use this educational tool. It must also be understood that use of the computer and the network is not private or confidential.

Procedures for Posting Websites and Web Pages

Web page guidelines

Web pages that do not comply with these 11 guidelines are subject to having their approval revoked and pages removed from the district’s web presence.

1. Web pages submitted for approval must be sponsored by a member of the GST BOCES faculty, staff or administration, who will be responsible for its content, design, currency and maintenance. When creating a web page, the Web Page Production Form must be submitted to your principal or program supervisor.

2. Web content may include school-related material, such as student work, news about programs, events and activities, calendars, class work and assignments.

3. Web pages must be designed to protect students, families, employees and any other persons from unwanted or illegal disclosure of personally identifying information.

4. Web pages may include students’ first names only, grades and school activities – but under no circumstances include home telephone numbers, addresses, home and/or personal e-mail addresses or other identifying information, such as names of family members.
5. Parent/guardian must sign a Student Project Release Form or Photo Release Form in order for his or her child’s photo to be displayed (including non-GST BOCES students). Photographs posted on a web page will not identify individuals by name.

4. When written or drawn works created by students are posted online, you need both the student’s and the parent’s permission to post that work on the Internet.

5. Web pages may mention commercial interests only in the context of school programs (e.g. students may want to promote a candy sale that is for a school purpose). Web pages must not include for–profit advertising or promotions of commercial interests.

6. Links to non-BOCES web sites are allowed as long as those sites are consistent with the organization’s purposes and standards for websites and web pages. However, the link must contain a disclaimer indicating the user is leaving the BOCES website and that the linked material has not necessarily been reviewed or approved by GST BOCES.

7. Neither staff nor students may publish personal web pages as part of the BOCES website (e.g. a student may put up an individual page relating to a specific class assignment but may not publish a page that promotes personal or editorial concerns, hobbies, etc.)

8. The contact person(s) for posted projects should be the instructor, not the student. Staff members may use their own full names if they wish.

9. The teacher or staff member may make changes to keep information current and/or responsive to changing curricular or co-curricular needs. As long as the nature of the website or web pages remains the same, such changes do not require prior approval from the principal or program supervisor. The teacher or staff member will be responsible for ensuring that all changes in an approved web page remain in compliance with these web page guidelines.

Please utilize the following forms, which can be downloaded from the BOCES Intranet, regarding web page publication:

1. Web Page Production Form
   Before you post your website, be sure it meets BOCES web page guidelines. This form should be submitted to your principal or program supervisor for approval.
2. Student Project Release Form
   Use this form to authorize release of student projects, written or
drawn, to be posted on a BOCES web page.
3. Student Photo Release Form
   Use this form to authorize release of student photos to be posted
on a BOCES web page.

**GST BOCES Board of Education Policy Regarding Copyright Law**

GST BOCES acknowledges the necessity of complying with federal laws
governing the use of copyrighted material. Infringement of copyrighted
material, whether prose, poetry, graphic images, music video or computer
code, is a serious offense against federal law and contrary to the ethical
standards required of staff and students alike. The GST BOCES Board of
Education therefore requires that all reproduction of copyrighted material
be conducted strictly in accordance with applicable provisions of law. Un-
less otherwise allowed as “fair use” under federal law, permission must be
acquired from the copyright owner prior to reproduction of material in any
form. The district superintendent is hereby directed to develop and submit
to the Board for approval such rules and regulations as deemed appropri-
ate to carry out this policy. (Adopted 10/18/00).

**Asbestos Notification**

GST BOCES has completed the inspection of all buildings to deter-
mine 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 As-
bestos 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, superin-
tendent of buildings and grounds, at (607) 739-3581, ext. 2324.
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 notify Brian Bentley, superintendent of grounds, in writing. Notification will be given only to those individuals who have contacted the office of operations and maintenance.
- Contact Brian Bentley, superintendent of buildings and grounds, at (607) 739-3581, ext. 2324 with questions or concerns.

48-Hour Pesticide Notification

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur on your campus, please complete the form below and return it to Brian Bentley, GST BOCES Bush Campus, 459 Philo Road, Elmira, NY 14903.

GST BOCES Request for Pesticide Application Notification
(Please print and return to the Main Office.)

School building: ____________________________

Name: ______________________________________

Address: ____________________________________

Daytime phone: _______________________________

Evening phone: _______________________________

E-mail address: _______________________________
Public Notification

The Greater Southern Tier BOCES hereby advises students, parents, and employees that it offers employment and educational opportunities, including vocational education opportunities, without regard to gender, race, color, age, national origin or disability.

Inquiries regarding this nondiscrimination policy may be directed to:

Doug Johnson, Title IX Coordinator
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