

# Career and Technical Education



## Teacher Handbook 2011-2012

TEACHER'S HANDBOOK  
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This handbook is meant to serve as a guideline and apply directly to all faculty/staff members. It will assist each member in establishing additional rules and guidelines suitable to his/her own situation. As our school grows, changes and additions will be made and teachers/staff are expected to keep up-to-date. All suggestions for improvement of this handbook will be welcome.

## I. CLASS HOURS

Center at Belmont	08:15 – 11:20	11:45 – 02:30
Center at Ellicottville	08:40 – 11:15	11:45 – 02:15
Center at Olean	09:00 – 11:15	11:45 – 02:20

Teachers must arrive at their stations fifteen (15) minutes prior to the first class but not later than 8:15 a.m. and leave no earlier than 3:15 p.m. Students will report directly to their respective classrooms. Because of the transportation problems, some students will arrive before class time and it will be necessary to have assigned work that can be started upon arrival.

## II. SCHOOL CLOSINGS

Classes will be in session in accordance with the center calendar, except for emergency closings. If the Career and Technical Education Centers are to be closed, announcements will be made over the following television and radio stations:

### Television Stations - Buffalo

WKBW Channel 7      WIVB Channel 4      WGRZ Channel 2

### Radio Stations

Buffalo	WBEN	930	AM	WKSE	98.5	FM
Buffalo				WTSS	102.5	FM
Olean	WHDL	1460	AM	WPIG	95.7	FM
Olean	WOEN	1360	AM	WMXO	101.5	FM
Salamanca	WGGO	1590	AM	WQRT	98.3	FM
Wellsville	WLSV	790	AM	WJQZ	103.5	FM

### Colonial Radio Group

	WXMT	98.7	FM	WXMT	106.3	FM
	WBYB	96.7	FM	WBYB	95.3	FM
	WUMT	103.9	FM	W230BO	93.9	FM

## III. USE OF ON-SITE EXERCISE FACILITIES

CABOCES believes in the value of healthy eating as well as exercise for all employees. In keeping with the wellness policy and to encourage good exercise habits, employee fitness equipment is available for employee use at each of the CTE Centers. The equipment should be used either before/after normal working hours or during lunch.

#### **IV. Cattaraugus-Allegany CABOCES Employee Attendance**

In keeping with our core values, the education and safety of our students constitute the most important mission with which each staff member of the CABOCES is entrusted. The roles and expertise that administrators, teachers, teacher aides and all support and other school related professionals bring to the educational system are interrelated and critical to the success of the organization. To ensure that students are given an equal opportunity to learn and to achieve their potential in a safe and orderly environment, we believe it is paramount that each member of our staff be present for students each day.

Employees should hold sacred the times students are in our care.

Informal and formal progressive procedures will be used to address staff attendance. If excessive absenteeism is identified or if patterns emerge, a progressive approach will be initiated.

1. Letters will be sent in January to 10-month employees whose attendance reflects four (4) or more incidents of absences and to 12-month employees whose attendance reflects five (5) or more incidents of absences as of December 15th.
2. Letters will be sent in April to 10-month employees whose attendance reflects seven (7) or more incidents of absences and to 12-month employees whose attendance reflects eight (8) or more incidents of absences as of April 6th.
3. A commendation letter will also be sent to staff that demonstrate exceptional attendance for the same time periods. These employees should also be acknowledged at faculty meetings. (Exceptional is zero (0) absences as of December 15th and one (1) absence as of April 6th.)

#### **V. TEACHER ABSENCE**

All staff absences must be recorded by Sub Finder.

1. ALL teachers and teacher aides will contact the Sub Finder upon learning they will be absent, regardless of the need for substitute coverage.
2. You must contact Sub Finder either via the website at <http://caboces.subfinderonline.com> or the automated Phone Number 866-936-7939, or the local number 716-376-8439 voice message.
3. Any staff member reporting absent after 7:00 a.m. must also notify their Principal. This means two (2) calls will be required.
4. All staff will complete an absence request form for all absences from their regular assignment.

SubFinder Automated Site (Employees and Substitute <http://caboces.subfinderonline.com>)

*SubFinder Automated Phone Number 1-866-936-7939*

Local Sub Number 716-376-8439 Voice message

- Everyone must register their account the first time by calling 1-866-936-7939 and recording your name. You will need your Pin # which you can get from your supervisor

- You may pre-arrange your sub but then Subfinder will not call them so make sure you talk with them first
- You must call at least an hour prior to your start time or you will get a message to call your Supervisor

Administrator contact numbers for absences reported after 7:00 a.m.

Kathleen Brisky	716-353-1138 or	716-376-8327
Steve Dieteman	585-933-0389 or	716-376-8251
Noel Sheehy	814-688-0843 or	716-376-8344

If you have questions regarding your benefits, FMLA, or need for extended leave, refer to the **Help Line Numbers for Staff** notice found at the end of this handbook.

Teachers need to prepare lesson plans for your substitute. The lesson plan(s) must be pre-approved by the building principal. Teachers may e-mail or fax the lesson plans(s) to the Building Principal. Further guidance on the substitute teacher folder is provided on the next page.

The teacher is expected to be in the classroom at all times when students are in attendance. If it is necessary to leave the classroom, call the Building Principal's office and ask for a substitute. Leaving a class unattended could pose serious problems and may result in legal claims against you in the event of an accident. You would be negligent in your duties.

## **VI. TEACHER'S AIDES**

Except in special cases, no Career & Technical Education teacher will have a teacher's aide assigned to him/her regularly. When an aide is assigned, it is the teacher's responsibility to prepare his/her lessons to utilize the aide in achieving the teacher's classroom objectives. The teacher should be specific in directing the activities and evaluating the work of the teacher aide.

The presence of an aide does not relieve the teacher of his/her classroom responsibilities. In those cases where special projects make it necessary to leave the aide in charge of part of the class for relatively long periods of time, such delegation of responsibility should be cleared with the building principal and the aide's specific classroom responsibility stated in writing.

## **VII. SUBSTITUTE TEACHER FOLDER**

Each teacher is required to prepare a Substitute Teacher's Folder within two weeks of the start of the school year. The folder will contain the following:

1. A lesson plan with specific classroom activities for a planned absence.
2. Schedule of your daily routine..
3. Bus arrival/departure schedule.
4. An up-to-date class roster.
5. Location of keys that subs will need for the day.
6. Special information on students such as: who can assume responsibility (i.e., safety check-off), who may cause difficulty/disruption, and restrictions on individual students

7. List of class rules and behavioral expectations.
8. List of names & numbers of personnel to contact in case of emergencies, discipline problems, illness, etc.
9. Fire and Take Cover drill procedures.
10. Emergency lesson plan - There will be an emergency lesson plan on file at all times in the Substitute Teacher's Folder for an unplanned absence. Emergency lesson plans should be updated and reviewed regularly.

Following review by the building principal, this folder will be kept in the main office or in plain sight on the teacher's desk.

## **VIII. GENERAL INSTRUCTION PROCEDURES**

A primary advantage of Career and Technical Education versus on-the-job training is that of planned instruction, planning an orderly and logical presentation, providing for repetitive experiences, and assessment to ensure adequate learning. An adequate instructional program includes:

1. Safety training, a safety test, and safety check-off sheets.
2. Plan book/lesson plans with specific activities, outcomes, and assessments. Lesson plans are to be turned in each Friday for the following week.
3. Daily shop and performance task sheets with directions and scoring rubrics.
4. Progress monitoring - Teachers should develop and maintain an up-to-date progress monitoring system that is easily accessible by the student, other teachers, and the building principal.
5. Teachers are responsible for maintaining and delivering an up-to-date curriculum that is rigorous and relevant according to industry standards.
6. In addition to CTE content, this curriculum must include commencement-level Math, Science, and ELA activities.
7. Teachers are responsible for reading student IEPs and providing all testing accommodations and instructional adaptations identified within.
8. When using projects as a teaching tool, the teacher should always make sure the projects are directly related to, enhance, and reinforce the curriculum being taught.

The above general instruction procedures, together with available technology, equipment, and supplies should provide for a reasonably adequate program. In Career and Technical Education, learning comes as a result of doing rather than listening. Formal lessons, therefore, should be as brief as practical, involve as much student participation as possible, and provide examples and cross-questioning.

## **IX. STUDENT ATTENDANCE**

A classroom is composed of a diverse group of personalities. It is the job of the teacher to bring these personalities together as a homogeneous group as soon as possible to facilitate instruction. It must be remembered that the teacher is the "glue" that holds this group together and the attitude and level of excitement about the curriculum by the teacher is evident to every student. Classrooms that are actively engaged in the learning process and keep the student engaged have few attendance problems

1. Keeping accurate, daily class attendance records is vitally important. A procedure for reporting daily absences is explained on the following page. It is the teacher's duty to take attendance. It is of prime importance that the component schools are notified of daily attendance, especially in the event of truancy. Please keep in mind that attendance is a legal document and could be subpoenaed in court. It must be maintained.
2. Reporting Student Daily Attendance.
 

**Attendance is to be taken in Power School within 15 minutes of the start of class.**

  - a. A Student who has been absent is required to fill out a re-admit slip to be admitted to class. The student needs to bring his/her excuse from home or a copy of the one taken to the component school. If the student brings it within three (3) school days the absence can be changed from unexcused to excused.
  - b. No student is to be admitted to his/her class after being absent without a re-admit slip.
  - c. Students who are tardy must get a late pass from the main office before going to class.
  - d. Students who are leaving early need to fill out a leave early pass before going to class. The student will be issued a pass to give to their instructor. Before leaving the building, the student is to report to the main office and sign out.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures. Based upon our District component school's education and community needs, values and priorities, CABOCES has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

**Excused:**

1. Personal illness with written parental excuse
2. Illness or death in the family with written verification
3. Medical appointments with written verification
4. Administrative approved educational trips
5. Impassable roads due to inclement weather
6. Religious observance
7. Quarantine
8. Legal appointments with written verification
9. Administrative approved college visits
10. Administrative approved cooperative work programs or internship experience
11. Military obligations previously approved
12. Other reasons approved by the Board

**Unexcused:**

1. Any reason for lack of attendance if it does not fall into the above categories
2. Examples would include, but are not limited to, truancy, "cutting" class, family vacation, hunting or fishing, babysitting, hair cut, obtaining a learner's permit, road test, oversleeping. Truancy means any student absence from CABOCES that is unexcused or unauthorized.
3. No excuse or note from parent/guardian after (3) three days.

## Notice of Students Who are Absent, Tardy or Depart Early Without Proper Excuse:

3-7 days	The teacher is responsible for early intervention and contacting the student's parent/guardian. All contact attempts and conversations need to be documented. The Building Principal must be involved if a student misses 7 or more days in an academic quarter. Intervention strategies will be employed by teachers and other school employees to address patterns of absences, tardiness, or early departures. Each student's situation will require strategies tailored to their needs and situation.
10 days	The teacher is responsible for contacting the student's parent/guardian, school counselor and/or building principal. The school counselor or building principal will send an attendance letter, via certified mail, to the parent/guardian and contact the home school.
15 days	The student will have a conference with a member of the Attendance Committee. A student attendance contract will be developed which states a certificate of completion or credit may be in jeopardy if the student continues to accumulate absences. A plan will be developed to help ensure a positive response is reached to this problem.
20 days	The student and parent/guardian will meet with the Attendance Committee to discuss the situation, review possible outcomes, and develop strategies to work with the family.

1. Students are expected to attend all scheduled classes. Unexcused absences, tardiness, and early departures will affect a student's grade for the marking period, including grades for classroom participation.
2. Only excused absences can be made up with teacher approval. Students accumulating absences of more than 10% of scheduled class days may not be recommended for course credit or receive a Certificate of Completion. Properly excused absences, tardiness and early departures for which the student has completed required makeup work shall not be counted as an absence in determining the student's eligibility for course credit. CABOCES procedures will specify how student tardiness and early departures will be calculated and factored into the CABOCES minimum attendance standard.
3. Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.
4. Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the Career and Technical Education Center. A student will have five (5) calendar days to turn in assigned make-up work to their teacher.

## **X. CAREER SERVICES/SCHOOL COUNSELOR**

The role of the Career Service Teacher is to assist in improving instruction, marketing CTE programs and enhancing business and industry relationships.

The School Counselor is responsible for student registrations, college preparation, personal counseling, standardized test scheduling, student class changes and special education coordination. .

## **XI. WORK BASED LEARNING EXPERIENCE (INTERNSHIP)**

All students are required to participate in a work based learning experience in order to be eligible for a technical endorsement. All students should be encouraged to participate in a work based learning experience. It is the responsibility of the teacher to arrange internships. Further guidance on the internship process can be found on the Teacher's Checklist for Internships.

## **XII. FACULTY MEETINGS**

The Building Principal will call faculty meetings at such times as are deemed necessary. Faculty meetings offer the only real opportunity for discussing common problems and arriving at common understandings. Meetings will be held for the purpose of strengthening our program and disseminating necessary information to all faculty members. All teachers are encouraged to develop meeting topics that are timely and prove to be of mutual interest to all. Individual conferences will be held regularly.

## **XIII. CONFERENCES**

All travel to conferences, conventions, workshops, and professional meetings must be explicit and relate to your PDP. They must include the name of the conference, participants attending, dates, where, etc. Only one conference request form should be submitted when a group is requesting to attend a conference. Please be sure to coordinate this with those requesting to attend. Be sure to include everything pertinent. All requests must be approved by the Building Principal, the Director, and the Assistant Superintendent.

Each individual attending the conference must complete an Estimated Expenses and Travel Expense Voucher form using GSA rates. Directions and further guidance can be found on CABOCES Intranet in the "Travel Expenses and Travel Compensation Procedures" document.

## **XIV. FIELD TRIPS**

Field trips **NOT REQUIRING** BOE approval.

In-country day time field trip requests must be forwarded by the Building Principal to the CTE Director 3 weeks in advance of the field trip. Field trips must be approved by the Building Principal and the CTE Director. Only field trip requests that are directly related to specific program curriculum should be submitted for approval. Approvals are contingent upon meeting field trip guidelines, timelines, budget and transportation availability.

Field trips **REQUIRING** BOE approval.

Out of country or overnight field trip requests must follow these guidelines:

1. All items must be submitted electronically by the teacher to the Building Principal at least 2 months in advance.
  2. Electronic submissions must include all of the following:
    - a. Completed field trip request form
    - b. Itinerary of events/activities
    - c. Detail of all estimated expenses (including expenses not paid by CABOCES)
    - d. Names of chaperones (if required)
- Parent/guardian permission must be obtained for each individual student before he/she can be allowed to participate in a field trip or other off-premise activities.
  - All field trips require only one field trip request, including those with multiple classes or centers. One teacher should be responsible for collecting all required information and submitting the form.

**Failure to follow the above guidelines will result in disapproval of field trip requests.**

## **XV. EXTRA DUTY/EXTRA PAY**

When extra duty for extra pay is requested you must complete a request form. This form must be approved by the employee's supervisor and the director. Time sheets for extra duty will not be approved unless the extra duty has been approved prior to services rendered, and the original copy must be attached to the employee's timesheet.

## **XVI. GRADING**

All grades, CTE and academic, will be maintained electronically in Power Teacher. Grades should be entered in Power Teacher throughout the marking period. Grades are available for parents and students to view through Parent Portal, so it is essential that they are entered at least on a weekly basis. The minimum passing grade is 65%. Grades will be issued to the component schools at the identified quarterly marking periods.

Individual grade books will be maintained for CTE, Math, Science, and ELA assignments. The CTE quarterly grade will be the average of all CTE and academic assignments. Math, science and ELA quarterly grades will be the average of the individual grades in each academic discipline. Example:

	Q1	Q2	Q3	Q4	Final Exam	Final Grade
CTE	80	65	70	72	83	$370*20%=74$
Math	65	70	68	72	-	$275*25%=69$
Science	70	82	77	80	-	$309*25%=77$
ELA	72	80	79	76	-	$307*25%=78$

CTE grades will be derived from formative and summative assessments of assignments, tasks and projects. While it is at the discretion of the teacher to use a daily grade rubric, the total weight of the daily grade will not exceed 10% of the quarterly CTE grade. Academic grades, at a minimum, will include all exemplar activities identified over a two year period.

## Senior year ( 2nd year)

1. The Final Assessment grade will be the average of the final written exam, final performance exam, and the Career Portfolio grade. Further guidance on the career portfolio can be found in “The Teacher Guide for Career Portfolios.”

Example:

Written Final	80
Performance Final	90
Career Portfolio	80
Final Assessment Grade	$250*33%= 83$

2. The Final CTE grade will be the average of the four CTE quarter grades and the final assessment grade, (20% each Quarter and 20% Final Assessment).

Example:

Q1	80
Q2	85
Q3	75
Q4	85
F1 (Final Assessment)	83
Y1 Final Grade	$408*20%=82$

### 3. EXCEPTIONS:

- a. Semester 1 or Semester 2 Classes: (i.e. PIG and Economics)  
40% each Quarter and 20% of Final Assessment.
- b. If a student does not have 4 quarterly grades – the final grade (Y1) will have to be determined and entered in Power Teacher by using the formula below.
- c. If a student has only 2 Quarterly grades and a Final Assessment the final Y1 grade is calculated by using 33% of each grade.
- d. If a student has only 3 Quarterly grades and a Final Assessment the final Y1 grade is calculated by using 25% of each grade

## Junior Year (first year)

1. The Final Assessment grade will be 1/3 final written exam and 2/3 final performance exam.

Example  $\frac{x+2y}{3} = \frac{260}{3} = 87$

(x 1/3)Written Final	80
(y 2/3) Performance Final	90
= Final Assessment Grade	87

2. The Final CTE grade will be the average of the four CTE quarter grades and the final assessment grade, (20% each Quarter and 20% Final Assessment).

Example:

Q1	80
Q2	85
Q3	75
Q4	85
F1 (Final Assessment)	87
Y1 Final Grade	$412 \cdot .20 = 82$

Students whose quarterly average is 85-91 will be recognized as Honor Roll Students. Those students averaging 92-100 will be recognized as High Honor Roll Students.

Do not wait until a student is failing to contact parents! Be cognizant of your student's grades and behavior. Contact the student's parent/guardian, home school counselor, and send home a progress report. Get the School Counselor and the Building Principal involved, if necessary.

## **XVII. PROGRESS REPORT**

At the end of each five-week period, or any appropriate time, the teacher will complete a progress report generated from Power School for each student. This form shall be sent to the main office, which will in turn send the report to the parent/guardian, and a copy will be placed in the student's file.

## **XVIII. BEHAVIOR AND DISCIPLINE**

Under normal circumstances, when students are achieving satisfactorily in their work, discipline should present no problem. However, there will be some cases that require special handling.

At the start of the school year, it is the responsibility of every teacher and faculty member to review the Code of Conduct with his or her students. A copy of the Code of Conduct and the Comprehensive attendance policy is mailed to each parent/guardian prior to the beginning of the school year.

Students and their parent/guardian must sign the student information sheet acknowledging they understand and will abide by the Code of Conduct. Student access to computers will not be given until this form is returned to the main office.

Under the New York State SAVE Legislation, a teacher may remove a student who is a serious disruption in their classroom for up to two (2) days. This process is teacher intensive. Further guidance can be found in the Code of Conduct and at the NYSED website.

Violent and Disruptive Incident Reporting is mandated by SAVE Legislation and requires documentation. All incidents of violence that occur must be reported on the VADIR form and turned into the Building Principal.

## **XIX. Discrimination/Harassment**

It is the policy of the CABOCES that all members of its school community have the right to work, learn, or visit in an environment that is free from all forms of discrimination, including harassment. Harassment of any kind will not be tolerated.

The CABOCES will take all steps necessary to ensure that CABOCES shall be free from all forms of Discrimination/Harassment.

1. Discrimination and harassment, including sexual harassment which is a form of discrimination based upon sex, violate the law.
2. It is a violation of this policy for any student, employee or third party under control of school authorities to discriminate/harass a student, employee or third party through conduct or communications.
3. Discrimination/harassment in the district by any student, employee or third party under the control of school authorities shall result in appropriate disciplinary action. Discrimination/harassment can also lead to the filing of criminal charges through the court system.
4. The CABOCES will address all complaints in a sensitive and expedient manner.

Retaliation against students, employees or third parties under the control of the school authorities for reporting discrimination/harassment or assisting the district in the investigation of a complaint is not permitted and will not be tolerated.

### **Student Grievance Procedure**

#### *Proclamation*

In compliance with the standards set for the governing of civil rights, all students are protected under the following grievance procedures: NOTE: Certain areas that are within the scope of a professional teacher's responsibilities are not subject to grievance. (Example: interpretation of a subject and/or work experience in the area of the teacher's expertise.)

#### **Definition of a Grievance**

A grievance is a complaint regarding an alleged violation of a student's rights regarding grading, academic and laboratory work, dismissal, suspension, student or staff conduct or discrimination/harassments due to sexual orientation, gender, race, color, national origin, or disability.

#### **Grievance Procedure**

1. A student or a group of students have the right to submit a complaint informally to a counselor, principal or compliance officer. A formal written complaint may be filed with a program coordinator and/or counselor and/or Building Principal.
2. The administrator will contact the compliance office and a hearing will be conducted within five (5) school days of receiving the complaint and will respond in writing within five (5) school days of the hearing.
3. At the conclusion of the hearing, the Director of Career and Technical Education within five (5) school days will make a decision in writing. If the student and/or group of students are not satisfied with the settlement at the Director's level, within five (5) school days of the decision, a written appeal may be carried to the District Superintendent
4. A hearing by the District Superintendent with the student and faculty will be held within five (5) school days of the receipt of the appeal.

5. At the conclusion of the hearing, the District Superintendent within five (5) school days will make a decision in writing.  
If the student and/or group of students are not satisfied at the District Superintendent level, an appeal may be taken to the final level that is the Board of Education.
6. A hearing by the Board of Education will be held within ten (10) days of the receipt of the written appeal and a decision in writing submitted within five (5) school days of the conclusion of the hearing.

**XX. Discrimination/Harassment Procedure**

1. Informal procedure
  - a. If you and/or one of your employees or one of your students believe you are being harassed or discriminated against:
  - b. The individual may notify the offender that his/her behavior is unwelcome.
  - c. He/she may notify any one or more of the following:

EMPLOYEE	STUDENT
Supervisor	Principal
Principal	School Counselor
Compliance Officer, Pamela Kirkwood	Instructor
Assistant Superintendent	Parent
District Superintendent	

This is an informal procedure; however, the district may deem it necessary to take further action to address the harassment/discrimination beyond informal discussion.

2. Formal procedure
 

If you and/or one of your employees or one of your students believe you are being harassed or discriminated against:

  - a. An individual may file a written complaint with the Compliance Officer (Personnel Director), the Assistant Superintendent, or the District Superintendent. Such complaint should be in writing. Contact your supervisor, human resources or other administration for a copy of the compliance.
  - b. Complaint must be filed within 180 days of the most recent alleged harassment. Complaint forms should be forwarded to the Compliance officer immediately upon receipt.
  - c. Upon receipt of a written complaint, the district will promptly investigate all complaints of harassment/discrimination.
  - d. The investigation may consist of personal interview with the complainant, the alleged offender and others who may have knowledge of the circumstances leading to the complaint.
  - e. The district will notify the complainant and the alleged offender of the outcome of the investigation.
  - f. Any supervisor, agent or employee who is found to have engaged in harassment shall be subject to appropriate disciplinary action, up to and including discharge.

**Supervisor Responsibility**

- a. Each Supervisor has an affirmative duty to maintain his/her workplace free from harassment/discrimination.

- b. Each Supervisor shall discuss this policy with employees and assure them that they are not required to endure conduct such as discrimination or harassment that is in violation of CABOCES Board of Education policy.

## **XXI. Bullying: Peer Abuse in Schools**

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct.

### **1. Definition of bullying**

The term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take many forms, including, but not limited to:

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation); and
- d. Cyberbullying (including, but not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Cyberbullying may occur both on campus and off school grounds).

While bullying is generally a variety of acts carried out over time it is important to note that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor .

### **2. Reports of Allegations of Bullying/Cyberbullying Behavior**

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyber bullying, shall report the behavior to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying/cyber bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying/cyber bullying. Investigation of allegations of bullying/cyberbullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying/cyber bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

3. **Prevention and Intervention**  
Personnel at all levels are responsible for taking corrective action to prevent bullying/cyberbullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying/cyberbullying within the schools and to facilitate staff identification of and response to such bullying/cyberbullying behavior among students. Prevention and intervention techniques within the District to prevent against bullying/cyberbullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying/cyberbullying stops.
4. **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**  
The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying/cyberbullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying/cyberbullying behavior has not resumed and that all those involved in the investigation have not suffered retaliation.

## **XXII. DISCIPLINARY PENALTIES**

1. **Procedures and Referrals**  
Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
  - a. The student's age.
  - b. The nature of the offense and the circumstances which led to the offense.
  - c. The student's prior disciplinary record.
  - d. The effectiveness of other forms of discipline.
  - e. Information from parents, teachers and/or others, as appropriate.
  - f. Other extenuating circumstances.

As a general practice, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, and if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

2. **Penalties**  
Students who are found to have violated the CABOCES Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel

identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- a. Verbal warning – any member of the CABOCES staff
- b. Written warning – school counselors, teachers, principal
- c. Written notification to parent – school counselors, teachers, principal
- d. Detention – teachers, principal
- e. Suspension from transportation – director of transportation, principal, superintendent
- f. Suspension from social or extracurricular activities – activity director, principal, superintendent
- g. In-school suspension – principal, superintendent
- h. Removal from classroom by teacher or principal
- i. Short-term (five days or less) suspension from school – principal, superintendent, Board of Education
- j. Long-term (more than five days) suspension from school – principal, superintendent, Board of Education
- k. Permanent suspension from school – superintendent, Board of Education

### 3. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

#### a. Detention

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

#### b. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the CABOCES will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal

conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

c. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the CABOCES official imposing the in-school suspension to discuss the conduct and the penalty involved.

d. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in a classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a school counselor or other CABOCES staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

- 1) On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's classroom behavior rules.
- 2) A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.
- 3) If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24-hours.

- 4) The teacher must complete a student referral form and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.
- 5) Within 24-hours after the student's removal, the principal or another CABOCES administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he/she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.
- 6) The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.
- 7) The principal may require the teacher who ordered the removal to attend the informal conference. If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.
- 8) The principal or the principal's designee may overturn the removal of the student from class if the principal finds anyone of the following:
  - a. The charges against the student are not supported by substantial evidence.
  - b. The student's removal is otherwise in violation of law, including the CABOCES Code of Conduct.
  - c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a CABOCES provided form) for all cases of removal of students for his/her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his/her class until he/she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

e. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare or other. The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

- **Short-term (5 days or less) suspension from school.**

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension.

The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both, the notice and informal conference, shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his/her decision. The principal shall advise the parents that if they are not

satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the CABOCES clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

- **Long-term (more than 5 days) suspension from school**

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he/she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. The hearing officer's recommendation shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the CABOCES clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

- ***Permanent suspension***

*Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.*

#### **4. Minimum Periods of Suspension**

a. Students who bring a weapon to school.

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- 1) The student's age
- 2) The student's grade in school
- 3) The student's age
- 4) The student's grade in school
- 5) The student's prior disciplinary record.

- 6) The superintendent's belief that other forms of discipline may be more effective.
- 7) Input from parents, teachers and/or others.
- 8) Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

- b. Students who commit violent acts other than bringing a weapon to school. Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.
- c. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the class-room. Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Educational Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## 5. *Referrals*

### a. Counseling

The Guidance Office shall handle all referrals of students to counseling.

### b. PINS Petitions

CABOCES may file a PINS (Persons In Need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- 1) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- 2) Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.

- 3) Knowingly and unlawfully possesses marijuana, or other illegal or controlled substances, including prescription medications, in violation of Penal Law §221.05 will be a sufficient basis for filing a PINS petition.
- c. Juvenile Delinquents and Juvenile Offenders
- The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
- 1) Any student under the age of 16 who is found to have brought a weapon to school, or
  - 2) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

### **XXIII. VISITORS TO CLASSROOMS**

All visitors, salesmen, and other personnel must sign in at the main office.

Students wishing to have a visitor in class must secure, in advance, a pass signed by the visitors parent/guardian, component school Principal, CABOCES teacher and Building Principal at least one day before the visit. All visitors must comply with safety procedures, teacher directives and the Code of Conduct. In the event a visitor arrives without permission, call the main office immediately.

### **XXIV. ALL DAY ATTENDANCE**

To attend CABOCES for an all day activity, a form must be completed prior to the activity. Students cannot just show up without prior approval. Forms are available in the main office.

### **XXV. SAFETY**

Safety is paramount in every shop area. Safety must be a main topic in your first orientation and be made a part of every lesson and every work plan thereafter. Safety procedures and precautions for the use of tools and machines should be thoroughly understood before a student uses the machine and should be constantly reinforced throughout the year.

All instructors must inform their students what protective clothing, uniforms, footwear, and/or headgear is required for their class.

Rules of safe operation and precautionary steps should be conspicuously posted on or near each machine. No student should be permitted to operate a machine until he/she has demonstrated to the instructor his/her understanding of its operation. Safety goggles or face shields must be worn at all times as prescribed by law.

Each teacher should work out an effective safety program within each classroom area. A suggested system would be as follows: each teacher appoints a FOREMAN and ASSISTANT FOREMAN who would be responsible for shop room safety and reporting any violations to the teacher.

Safety Glasses. All shop areas require approved safety glasses to be worn at all times. This includes time-spent working outdoors, clean-up time, and shop time. The only exception is

during a period devoted strictly to lecturing. Failure of teachers to wear them, or to enforce the regulation with their students, will constitute a serious rules infraction.

Protection Equipment. All students must wear hard hats and safety shoes on all construction or practical work sites.

Safety Rules and Regulations. Each teacher, during the first month of instruction will teach students basic safety for their particular shop/classroom and give an assessment.

Safety Instruction – Prior to using power tools. No student will be permitted to use tools/equipment until they have received safety training, demonstrated safe operation, and passed a written assessment on the specific tool/equipment. Experience has shown that accurate records of such examinations and scores can be good evidence of safe practices if an accident occurs. A safety check-off sheet on tools and equipment will be maintained by the teacher. Students should also be made aware of the dangers involved in the use of solvents. .

Demonstrating Safe Procedures. All instructors will provide demonstrations and lessons on the safe use of tools/equipment and safe work habits. Simple safety rules will be posted in each classroom permanently. \*NOTE: A copy of the safety exam given should be on file in your files.

First Aid Kits. All shops have a first aid kit readily available. It should be kept well stocked and all students should know the location. The teacher is responsible for keeping kits stocked.

Materials are available from the main office.

## **XXVI. SECURITY OF EQUIPMENT**

Each shop should have an up-to-date inventory and a system for readily checking tools and equipment.

Systems may vary from shop to shop, but all should contain the essentials of inventory control.

A definite school-wide inventory has been developed:

A system designed to make students responsible for maintaining tools and equipment.

Devices such as color codes and tool boards for quickly checking missing tools.

A check by the instructor at the close of each instructional period.

All equipment leaving premises must be signed for by recipient and building administrator and a form kept on file with inventory, i.e., equipment out for repair. Equipment will not be loaned to students.

Transfer/disposal forms must be filled out for equipment moved from one class room to another, Center to Center or for board approval for disposal.

Record all serial numbers and mark all Tools.

## **XXVII. EQUIPMENT LOSS**

The loss of any item, other than very minor tools, should be reported to the Building Principal immediately. Unwarranted carelessness or dishonesty, in connection with missing equipment, should be dealt with immediately upon discovering those responsible for damaged or missing item.

Students failing to return texts are required to make restitution.

## **XXVIII. ADVISORY COMMITTEES**

Each CTE Program will maintain an advisory committee that represents all of the CTE Centers in which that program is offered. This committee will serve to provide real time information

regarding essential content, equipment needed, key systems and practices in the field, preparation required for entry into the workplace, and enhancing the transition from high school to post-secondary study. Selected members will assist in the interview process when hiring CTE staff.

Each Advisory Committee's membership will consist of local employers, post-secondary educators, and others whose expertise and experience will assist our programs in our mission of preparing students for a career and post-secondary study. The majority of the membership will be local employers who, preferably, are in decision making positions regarding hiring.

The advisory committees will meet a minimum of one time per year, and the recommendations of the committee will be used to support programmatic decisions made by teachers and administrators. Teachers are also encouraged to meet and consult their committees throughout the year.

Agendas will be prepared and shared with the members prior to the meetings, and minutes will be shared with the committee, principals, and the CTE director.

Every effort will be made to create and reinforce a positive relationship between our advisory committees and CABOCES in which members feel a sense of ownership of the CTE programs, understand the positive impact these programs provide to our businesses and the community, and ultimately, will support and promote our programs.

## **XXIX. DONATIONS, GRANTS, CONTRACTS, AND COMMUNICATIONS**

Donations, Grants, and Contracts must be between CABOCES and the other party. Cannot be with an individual center or employee

All contracts must be submitted to the Director with the contract checklist completed. Only the District Superintendent, who solely represents CABOCES and the Board, may sign these. All such documents are reviewed by Sue Hatch, Pam Kirkwood, and Lynda Quick prior to Dr. O's signature. Some require board approval.

Donations require board approval, and donation form must be completed by the principals and forwarded to the director, and finally to April for inclusion in the board package.

All communications should include CABOCES Logo, "Career and Technical Education", and "Preparing individuals for Careers and Further Study". If regarding a single center, then "CTE Center at ...

Our EEOC statement must be included on all promotional materials.

## **XXX. ACCIDENT AND SICKNESS REPORT**

If an accident occurs, immediately notify the Building Principal and/or main office.

If the accident is serious, follow the procedure below:

Immediately notify the main office and / or

Call 911 for an ambulance

Call the parents if the main office has not already.

Notify the component school if the main office has not already done so.

Fill out an accident report form.

Be sure to obtain all necessary information and signatures.

AGAIN, notify the main office when ANY SICKNESS OR ACCIDENT OCCURS. Above all, you should exercise good judgment. Parents/guardians must be contacted.

### **XXXI. CLASS PROJECTS**

All class projects must receive the approval of the classroom instructor and Building Principal. The project is performed for instructional purposes only. There is no expressed or implied warranty regarding the timeliness, quality of work, materials, workmanship or functionality.

1. A request for Automotive Services must be completed before bringing in a vehicle for servicing.
2. Projects may be terminated for any cause, by either party, at any time.
3. The owner assumes all responsibility for the cost of materials, including the cost of any labor or service rendered by another business or agency in the course of completing the project. An example would be specialized machining to complete an engine overhaul.
4. All expenses incurred by CABOCES will be paid for before the release of the project.
5. The owner assumes any liability for applicable sales tax.
6. Any necessary arrangements for on-site facilities, services and/or permits are the sole responsibility of the owner/agency.
7. The owner/agency assumes the responsibility to meet all codes and regulations that may apply to the project.
8. For projects accomplished off the CABOCES campus and/or rented facilities the owner/agency must furnish proof of liability insurance.
9. Class projects that occur off CABOCES campuses or rented facilities must be approved by the CABOCES Board of Education regardless of length of time to completion.
10. CABOCES will not participate on a competitive basis with any private contractor or vendor.
11. CABOCES will not serve as a subcontractor.
12. The applicant assumes full responsibility, and in no case will the instructor, the pupils, the administration, the Board of Education, the custodial staff or others be held liable for damage or loss of any nature of parts, to the vehicle (project) or its contents, before, during or after the completion of this service.

### **XXXII. STUDENT ACTIVITY FUND**

Student funds shall be deemed to include, but not be limited to, money collected from students for the purchase of supplies and materials, fees for organizations and social events. Such funds shall be handled in accordance with procedures set by the State Education Department of Audit and Control and the regulations set forth by the Board of Cooperative Educational Services. In all cases which involve the student funds, an employee of the Board of Cooperative Educational Services must be assigned the ultimate responsibility for control of the funds and must use appropriate accounting procedures for the safeguarding of the funds against loss, misuse or misapplication. Activities of students carried on in part or in full as part of a course curriculum during regular classroom hours are considered a CABOCES activity and do not constitute a student activity. Revenues generated as a result of these activities are to be CABOCES property and are to be given promptly to the CABOCES.

## **Extra-Curricular Fundraiser Procedures**

For all purposed fundraiser, use the following procedures:

1. Only CABOCES Board approved student organizations may conduct fundraisers.
2. Student fundraisers must be sponsored, reviewed and approved by a student organization. The Fundraiser approval form is filled out by the student treasurer, signed by the faculty advisor, and presented to the principal for approval.
3. The supervisor will return the form to the club a visor with comments approval, or disapproval, who will then submit it to the student club for additional review or changes if needed. Meeting minutes must indicate approval of the activity.
4. The fundraiser approval form must be approved by the student club, club advisor, and the principal before the fundraiser may begin.

To make purchases for a fundraiser, once the approval process is complete:

1. Whenever possible, the club should get an itemized invoice from the vendor prior to purchase, which is reviewed by the club advisor and the club treasurer. The treasurer will write and sign a disbursement slip, which is also signed by the advisor and given to the central treasurer. The central treasurer will write a check for that amount. The club advisor will bring the packing slip or receipt to the central treasurer after the items are delivered or picked up.
2. If it is impossible to get an invoice prior to purchase, the club advisor may use his/her own funds and be reimbursed, by check, by the central treasurer, following the above procedure, in order to e reimbursed.
3. All funds received must be deposited by the central treasurer, and cannot be used to directly make purchases or reimburse individuals. It is essential that we show and distinguish all expenses and revenue.
4. Use of NYS re-sale certificate and number to avoid paying sales tax.
5. Keep track of all expenses involved in the fundraiser, and indicate them on the Profit/Loss statement.

Upon receipt of all funds, use the following procedure:

1. All funds received are to be turned into the central treasurer on a daily basis, accompanied by a deposit slip filled out and signed by the club treasurer. This must be done on the day the funds are collected or received.
2. The central treasurer will credit the account and make a bank deposit.
3. Keep track of all money received in the fundraiser, and indicate this on the profit/loss statement.

When the fundraiser is complete:

Fill in and submit a profit/loss statement to the central treasurer, following the standard chain of custody: student club treasurer, club advisor, and central treasurer.

# Approval Form for Student Fundraising Project

This form is to be made out prior to submitting to the Building Principal.  
Signature of approval must be given by the club advisor and then by the principal.

## Description of Project

What is the fundraiser? \_\_\_\_\_

Quantity of items to be sold \_\_\_\_\_ Total dollar amount that will be charged to our account \_\_\_\_\_

Unit price of each item to be sold \_\_\_\_\_ Unit price of each item charged to the consumer \_\_\_\_\_

Dollar profit to the club per unit \_\_\_\_\_ Expected dollar profit once the project is complete \_\_\_\_\_

Is sales tax collected  yes  no Start date of project \_\_\_\_\_ End date of project \_\_\_\_\_

Number of members who will be involved in the project & will be responsible for project & money \_\_\_\_\_

Where will goods be stored? \_\_\_\_\_

When & where will goods be distributed? \_\_\_\_\_

Do we receive the goods on credit or must there be an advance payment? Describe specific terms: \_\_\_\_\_

Who is responsible for the goods not sold? \_\_\_\_\_ Can unsold goods be returned for credit? \_\_\_\_\_

Student chairman of the fundraising project? \_\_\_\_\_

Class  
? \_\_\_\_\_

### Information on the Cooperative Fundraising Agency

Name \_\_\_\_\_ Representative's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(street, city, state and zip) (with area code)

Where did you hear about this agency? \_\_\_\_\_

Name & telephone numbers of two (2) people who can vouch for this agency's credibility:  
1 \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_  
Signature of Club (class) President

\_\_\_\_\_  
Signature of Club (class ) Treasurer

\_\_\_\_\_  
Signature of Club (class) Advisor

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Signature of Central Treasurer

\_\_\_\_\_  
Date

# Fundraising Activity Request Form – Activity Funds Plan and Report

Complete one form for each activity your club/class is planning

Today's date: \_\_\_\_\_

Club/Class/Organization making request: \_\_\_\_\_

The above group is requesting permission to conduct the following activity in compliance with the extra-classroom activity procedures, regulations and policies of CABOCES, all receipts and disbursements of funds will be made in accordance with the CABOCES procedures, regulations and policies.

Activity Planned: \_\_\_\_\_

Indicate one:  Fund Raising Project       Service Project       Other

Activity/Sales Dates:    Begins: \_\_\_\_\_    Ends: \_\_\_\_\_

Expenses (costs)		Projected (prior)	Actual (After)*
1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____
3.	_____	\$ _____	\$ _____
4.	_____	\$ _____	\$ _____
Receipts (income)			
1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____
Profit (income minus costs)		\$ _____	\$ _____

The student officers of the above named Club/Class/Organization understand the above activity and assume responsibility for its fiscal conduct.

Faculty Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Activities Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Central Treasurers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied

Building Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* After the activity sale:
1. Record the actual expenses, receipts and profit
  2. Attach a list of the students who have not turned in money and the amount
  3. Give this form to the Central Treasurer

## **BOARD POLICY: ALLEGATIONS OF FRAUD**

### **Reporting and Investigations of Allegations of Fraud**

All Board members and officers, CABOCES employees and third party consultants are required to abide by the CABOCES' policies, administrative regulations and procedures in the conduct of their duties.

Further, all applicable federal and/or state laws and regulations must be adhered to in the course of CABOCES operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System is to disclose such information according to the reporting procedures established by the CABOCES. The reporting procedures will follow the chain of command as established within the department or school building or as enumerated in the CABOCES' Organizational Chart. In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to ensure impartial, independent investigation, allegations of financial improprieties/fraud and/or wrongful conduct will be reported as applicable, to the Internal Auditor (if available), or the Independent (External) Auditor, or the School Attorney, or the Board. The CABOCES' prohibition of wrongful conduct, including fraud, will be publicized within the CABOCES as deemed appropriate; and written notification will be provided to all employees with fiscal accounting/oversight and/or financial duties including the handling of money.

Upon receipt of an allegation of financial improprieties/fraud and/or wrongful conduct, the Board or designated employee(s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the CABOCES has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the CABOCES will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all reports will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. Written records of the allegation, and resulting investigation and outcome will be maintained in accordance with law.

Based upon the results of this investigation, if the CABOCES determines that a school official has engaged in financial improprieties/fraudulent and/or wrongful actions, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with legal guidelines, CABOCES policy and regulation, and any applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties/fraud and/or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the CABOCES does not preclude the filing of civil and/or criminal charges as may be warranted. Rather, when school officials receive a complaint or report of alleged financial improprieties/fraud and/or wrongful conduct that may be criminal in nature, law authorities should be immediately notified.

An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).

### **Prohibition of Retaliation**

The Board prohibits any retaliatory behavior directed against those individuals who, in good faith, report allegations of suspected financial improprieties/fraud and/or wrongful conduct as well as witnesses and/or any other individuals who participate in the investigation of an allegation of financial impropriety/fraud and/or wrongful conduct. Follow-up inquiries shall be made to ensure that no reprisals or retaliatory behavior has occurred to those involved in the investigation. Any act of retaliation is prohibited and subject to appropriate disciplinary action by the CABOCES.

### **Knowingly Makes False Accusations**

Any individual who knowingly makes false accusations against another individual as to allegations of financial improprieties/fraud may also face appropriate disciplinary action.

## **XXXIII. PUBLIC RELATIONS**

As a vital member of the Career Technical Education Center team, you will be questioned many times regarding the aims, objectives, and results of the Center. You should have a general concept of the complete program so that the public may be better informed of our operation and, in turn, offer full support to our endeavors. PR is everyone's job. Our annual Open House promotes good public relations and each instructor is expected to participate.

## **XXXIV. IN-SERVICE TRAINING**

In order to ensure all of our teachers will realize their full potential, we will work together to identify our needs as teachers. We will establish in-service training to address those needs. All teachers are encouraged to actively participate in the selection and implementation of this training.

## **XXXV. ROLE OF CABOCES MENTORS**

CABOCES mentors will serve as a Coach and a Guide. Mentors will work closely with mentees to:

1. Review and Clarify CABOCES Procedures
  - a. Model effective instructional strategies
  - b. Share management strategies
  - c. Share resources
  - d. Assist in goal setting and professional development planning
  - e. Assist with lesson planning
  - f. Provide constructive feedback
  - g. Act as a confidential advisor
  - h. Serve as an advocate for the mentee
2. Suggested Mentoring Activities
  - a. Sharing procedural information
  - b. Orientation to school culture
  - c. Lesson planning/curriculum development
  - d. Providing input/data for CSE meeting
  - e. Modeling instructional and management strategies
  - f. Reciprocal observation and feedback

- g. Peer coaching
- h. Self-reflection practices
- i. Creating PDP goals
- j. Budget development

### 3. Time Allocation

- a. Mentors and mentees will be granted a minimum of 2 full days of release time for monitoring activities. Mentors and mentees may receive supervisor approval for 3-5 days of release time, based on individual needs.
- b. Time allocated for mentoring activities may include:
  - All Staff Day
  - New teacher orientation day
  - Superintendent Conference days
  - Reciprocal visitations
  - Before/after school - requires prior approval
  - Saturdays/ summer - requires prior approval
  - M & M training day(s)
  - Faculty meetings
  - Distance Learning / Polycom
  - Other approved activities

### 4. Record Keeping Process

- a. Mentors and mentees will submit an annual summary of mentoring hours and mentoring activities to Principals.
- b. Principals will review the summary and forward copies to Mentor Coordinators and Human Resources.
- c. Human Resources will enter mentor matches and hours logged into individual employee records on WinCap.
- d.

## **XXXVI. LEARNING RESOURCES**

The Learning Resources department offers a variety of services to us and to our component school districts. Located in Allegany, they maintain a web presence to assist you in finding digital content, multi-media kits, multiple copy book kits, videos, DVD's and a DVD player, CD's, and more. To browse the available resources please go to:

<http://www.caboces.org/iss/resources>

## **XXXVII. PURCHASING PROCEDURES:**

All purchases with CABOCES funds must have a Purchase Order number assigned. Any purchases made without a purchase order number having been issued PRIOR to the purchase will be the responsibility of the purchaser.

### 1. Requisitions

Teachers must submit a signed written requisition to the Building Principal.

Building Principal's will approve/disapprove written requisitions.

The CTE Secretary will enter approved requisitions into WinCap, and a pending number will be generated.

- All orders must be approved by principal and director and have a purchase order number before they are called in or faxed
- Pending purchase orders are approved in WinCap by Principal, the Director, and by Purchasing.

Please refer to the guidelines for purchasing that is on the reverse side of the requisition form.

2. Repair or Emergency Purchases:

Requisitions for equipment repair must include make, model and serial number of the item being repaired. Requisitions for emergencies must include a rationale.

3. Open Orders (blanket PO's):

Open (blanket) orders are used for emergency, unplanned small purchases. They are not the main way to do business and should be used only when necessary.

- Must include what types of items will be purchased under the open order.
- Must indicate the approximate length of time for which the order will be open.
- Must indicate who has authorization to use the order.
- Open orders are NEVER to be used for equipment purchases.
- Open order purchases require the consent of the Building Principal.
- All receipts MUST have a legible signature from the CABOCES employee who picked up the merchandise.
- Original receipts must be turned into Accounts Payable immediately following the purchase. The receipts must include the budget code to charge, and the purchase order number.
- If the receipts are for a particular workshop, the name and location of the workshop, the number of attendees, and the number of CABOCES employees must be written on the slip. You should always have the vendor reference the open PO number on the slip. Be prepared to give it to the vendor.
- You must keep an accurate record of the purchases made to ensure that they do not exceed the amount allowed by the open order. Your open order will close if it reaches a "0" balance. You must request an increase to the order if you do not wish it to close.

\* Failure to comply with guidelines may result in termination of the open order.

### **XXXVIII. CABOCES FORMS**

It is preferred that you use the forms found on the CABOCES Intranet accessed through Lotus Notes. You may wish to save these forms to your computer but please be sure to check for updates to the forms on a regular basis.

### **XXXIX. CTE TEMPLATES**

Forms specific to the CTE department can be found in the document templates in MS Office Word or Excel. The majority of the forms are designed so you can tab and enter the information requested and then print. Those that are labeled "printed version" may be printed and then completed.

## **XL. BUDGET CODE for 2011-2012**

Note: Not all programs have each of these codes. When in doubt please check with the CTE secretary.

- Equipment Code 200 - for individual items that are less than \$1000 (but greater than \$500) in cost and have a useable life span greater than a year. The following are some items that are considered equipment (even if their individual cost is less than \$500): Cameras, VCR's, Electronics, Computer Printers, and other Computer Peripherals. These items will not be included on a three-year equipment plan.
- Computer Equipment 202 – Printers, monitors, desktops, laptops
- Instructional Materials Code 302 - for instructional materials and supplies that do not fall into one of the other supply codes.
- Reimbursable Accounts Code 309 - to purchase those goods or services that will be resold to customers or others. This code will have a maximum \$ cap and must be balanced by year's end.
- Software 315 –to purchase software.
- Textbooks Code 324 - for the purchase of textbooks and videos.
- Publications and Periodicals Code 330 - to purchase magazines, newspapers, trade journals or other related items
- Food Expense 380 – for food expenses for classroom instruction.
- Contractual Expense 400 – to cover cost related to CPR and First Aid Training done by Adult Ed
- Equipment Repairs Code 415 - for expenses related to the repair of classroom or shop equipment. If you have a maintenance contract for a piece of equipment, the cost will be applied to this code.
- Postage 453 – to cover cost of miscellaneous postage, ie. return of packages, etc.
- Mileage 454 – for all mileage claims including mileage for conferences. A purchase form must also be completed for all mileage reimbursement.
- Conference Expense Code 455 - costs related to conferences, excluding mileage.
- Field Trips 467 – for transportation and other charges related to field trips for your class.
- Equipment Lease 477 – for lease of equipment necessary for instruction

### Equal Opportunity Notice

CABOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career & technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this non-discrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237

## XLI. CLASS NAMES

Listed below are the current course names from Power School. Some abbreviated names were necessary to meet the New York State Education data extract requirements. When printing any correspondence or certificates please spell out all abbreviations. The list also includes the two (2) digit abbreviations that should be used by all in all correspondence when abbreviating class names. The COSER numbers for each program are those used in WINCAP for budgets.

### 2011-2012 Class Names

2 digit abbrev	COSER	New Course Name	Term in PS	Replaces
AM	3611	Adv Manufacturing Machining 1		
		Adv Manufacturing Machining 2		
AS	3127	Animal Science 1		
		Animal Science 2		
AV	3513	Audio Visual Production 1		Radio/TV
		Audio Visual Production 2		Radio/TV
AT	3341	Automotive Technology 1		
		Automotive Technology 2		
BT	3441	Building Technology 1		
		Building Technology 2		
CF	419-5878	Career Foundations 1		
		Career Foundations 2		
CR	3341	Collision Repair Technology 1		Auto Body
		Collision Repair Technology 2		Auto Body
CT	3169	Computer Systems Technology 1		
		Computer Systems Technology 2		
CS	3641	Cosmetology 1		
		Cosmetology 2		
CJ	3763	Criminal Justice 1		
		Criminal Justice 2		
		CTE Composition and Comm 1		
		CTE Composition and Comm 2		
CA	3675	Culinary Arts 1		
		Culinary Arts 2		
EC	3212	Early Childhood 1		
		Early Childhood 2		

2011-2012 Class Names continued

2 digit abbrev	COSER	New Course Name	Term in PS	Replaces
	413-5916	Ged 1 Ged 2		
HT	3933	Hospitality and Tourism		New program
	3869	Math App for Bus and Ind 1		Technical Math 1
		Math App for Bus and Ind 2		Technical Math 2
MC	3413	Media Communications Tech 1		
		Media Communications Tech 2		
MA	3971	Medical Assisting 1		
		Medical Assisting 2		
MP	3671	Medical Professions 1		Med. Asst. @ Olean
NR	104-3980	Natural Resources 1		
		Natural Resources 2		
NV		New Vision Health Professions		
		NV A and P	S1 & S2	
		NV Contemp Economic Problems	S1	NV Economics
		NV English Comp 1530	S2	
		NV Medical Office Tech	S2	New program
		NV Participation In Gov	S1	
PT	3111	Power Equipment Technology 1	Ellicottville	
		Power Equipment Technology 2	Ellicottville	
PW	3471	Project Lead the Way CAD 1	Ellicottville	
		Project Lead the Way CAD 2	Ellicottville	
		Computer Integrated Manf	(part of PLTW)	
		Digital Electronics	(part of PLTW)	
		Engineering Design and Dev	(part of PLTW)	
		Principles of Engineering	(part of PLTW)	
	3869	Science App for Bus and Ind 1		Technical Science 1
		Science App for Bus and Ind 2		Technical Science 2
WD	3613	Welding Metal Fabrication 1		
		Welding Metal Fabrication 2		



XLV.

HELP LINES

Contact Information (716) 376 + ext. (or) www.caboces.org

<p>Computer Problems Building LevelTech Support Belmont Center Ellicottville Center Olean Center</p>	<p>Alan Barber - ext. 7074 Jim Schifley – ext. 7043 Matt Clark – ext. Help Desk - ext. 8311</p>	<p><a href="mailto:Alan_Barber@caboces.org">Alan_Barber@caboces.org</a> <a href="mailto:James_Schifley@caboces.org">James_Schifley@caboces.org</a> <a href="mailto:Matthew_Clark@caboces.org">Matthew_Clark@caboces.org</a> <a href="mailto:helpdesk@caboces.org">helpdesk@caboces.org</a></p>
<p>Health Insurance Coverage, Claims, Changes Risks &amp; Benefits</p>	<p>Mary Rosenswie - ext. 8232 Cheryl Smith – ext. 8308</p>	<p><a href="mailto:Mary_Rosenswie@caboces.org">Mary_Rosenswie@caboces.org</a> <a href="mailto:Cheryl_Smith@caboces.org">Cheryl_Smith@caboces.org</a></p>
<p>Human Resources Job Vacancies, Recruiting Change of name/address, Orientation, Worker’s Comp FMLA (leaves of absence)</p>	<p>Marcia Phillips - ext. 8209 Jennifer Bouldin - ext. 8242  Cathy Brailey - ext. 8255</p>	<p><a href="mailto:Marcia_Phillips@caboces.org">Marcia_Phillips@caboces.org</a> <a href="mailto:Jennifer_Bouldin@caboces.org">Jennifer_Bouldin@caboces.org</a>  <a href="mailto:Catherine_Brailey@caboces.org">Catherine_Brailey@caboces.org</a></p>
<p>Maintenance Belmont Ellicottville Olean</p>	<p>Joseph Lates – ext. 8335 Robert Crowley – ext. 8349 Don Cummings - ext. 8234</p>	<p><a href="mailto:Joseph_Lates@caboces.org">Joseph_Lates@caboces.org</a> <a href="mailto:Robert_Crowley@caboces.org">Robert_Crowley@caboces.org</a> <a href="mailto:Don_Cummings@caboces.org">Don_Cummings@caboces.org</a></p>
<p>Payroll Time Sheets, Deductions, Attendance, FT Teacher Aides</p>	<p>Deb Windnagle - ext. 8203 Fran Steffen - ext. 8258</p>	<p><a href="mailto:Debora_Windnagle@caboces.org">Debora_Windnagle@caboces.org</a> <a href="mailto:Fran_steffen@caboces.org">Fran_steffen@caboces.org</a></p>
<p>Safety and Health HazMat, Emergency Procedures, HIV/HBV Training, Right-to-Know</p>	<p>Dean McKnight - ext. 8249 Robert Marsh - ext 8220 Penny Hubler - ext. 8215</p>	<p><a href="mailto:Dean_McKnight@caboces.org">Dean_McKnight@caboces.org</a> <a href="mailto:Robert_Marsh@caboces.org">Robert_Marsh@caboces.org</a> <a href="mailto:Penny_Hubler@caboces.org">Penny_Hubler@caboces.org</a></p>
<p>Teacher Certification</p>	<p>Candy Rose, Certification (Mon-Tues-Thurs-Fri) ext. 8374</p>	<p><a href="mailto:Teacher_Certification@caboces.org">Teacher_Certification@caboces.org</a></p>