



# Adult Education Student Handbook

# 2018-2019



Center for Career and  
Community education

The Center for Career and Community Education

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[www.CiTiboces.org](http://www.CiTiboces.org)

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## **Section 1 - Administrative Issues**

### EDUCATIONAL PHILOSOPHY

The philosophy of the Adult Education Department at the Center for Instruction, Technology & Innovation (CiTi)/Center for Career and Community Education (CCCE) is to prepare its graduates to take their place in the world of work that demands much more than the actual skills to earn a living.

We believe education must include the ability of the individual to advance at their own pace and to the level desired in accordance with their capabilities. Education is a continuous process that promotes a continuous development of an individual.

We also believe learning takes place best in an atmosphere of mutual respect between individuals. Students learn best in a planned program of instruction, which allows guided participation in formulating immediate and long-term goals.

It is the responsibility of the entire instructional team and administrative staff to create a climate in which the student is motivated to acquire certain knowledge, skills, and understanding, and to develop appropriate habits and attitudes so that one can function effectively as an employee. The selection of planned experiences conducive to the acquisition and development of these traits and the evaluation of student achievement, as well as the total program, rests with the entire instructional staff.

Each individual is a part of the entire culture within which they operate. The individual staff shares responsibility for encouraging a student to achieve optimum development as a person and as a member of our society.

### GUIDE/ETHICAL PRACTICES

1. Adherence to provisions of the Civil Rights Act shall be strictly enforced.
2. Adherence to provisions of the American's with Disabilities Act shall be strictly enforced.
3. The course catalog is available in the CCCE office and shall provide accurate information about admission requirements, cost of programs, and the curriculum and registration procedures.
4. The student handbook and course catalog shall contain information regarding the refund policies of the school, applicable to students who withdraw within a reasonable period of time following admission to the program.
5. All instructional and clerical personnel with access to confidential information shall respect the nature of that information.
6. The student handbook shall contain policies regarding promotion to the next phase of an applicable program and graduation and policies regarding grounds for dismissal of a student. Students shall also be informed of dismissal from school. Students facing dismissal shall be given the opportunity to discuss reasons for this action with the faculty and an administrative representative, according to the school's due process procedure for student grievances.
7. No student shall be prohibited from graduating and applying for an examination providing that all of the requirements of the school and all qualifications specified are met.
8. The faculty shall endorse and teach ethical practices in keeping with their particular vocation.

Center for Instruction, Technology & Innovation  
BOARD MEMBERS  
2018 / 2019

Mr. John Shelmidine, President	Sandy Creek Central School District
Ms. Donna Blake, Vice President	Hannibal Central School District
Mr. Shawn Clark	Altmar-Parish-Williamstown School District
Mr. Randy Hoyt	Central Square Central School District
Mr. Dave Cordone	Fulton City School District
Ms. Darlene Upcraft	Mexico Academy & Central School District
Mr. Brian Haessig	Oswego City School District
Mr. Ted Williams	Pulaski Academy & Central School District

CiTi and CCCE ADMINISTRATION

Mr. Christopher J. Todd	District Superintendent & Executive Officer
Mr. Mark LaFountain	Assistant Superintendent for Personnel
Ms. Carla M. DeShaw	Executive Dean of Workforce Development and Community Education

CCCE ADULT EDUCATION

Support Staff

Paula Hayes, Liaison, Workforce Initiatives and Corporate Programs  
Rob Elia, Workforce Liaison/Case Manager

The Workforce Liaison/Case Manager is located in the CCCE Office. The Liaison is responsible for intake activities for adult students, and assists students in finding tuition funding and developing an educational plan and an employment plan. The Liaison coordinates community services such as transportation, day care, housing, etc. for those students in need, and also serves as an advocate for students in dealing with program issues. The Liaison also conducts exit activities. The office hours are posted in the CCCE office.

Rhoda Cunningham, CCCE Support Staff  
Karen Bastedo, CCCE Support Staff

### **Notice of Non-Discrimination**

The Center for Instruction, Technology & Innovation does not discriminate on the basis of an individual's race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Employees, students, applicants or other members of the CiTi community (including but not limited to vendors, visitors, and guests) may not be subjected to discrimination, including harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The Center for Instruction, Technology, & Innovation is committed to creating and maintaining a working and learning environment which is free from discrimination, including harassment. Inquiries regarding discrimination and/or harassment may be directed to:

Mark LaFountain  
Assistant Superintendent for Personnel  
179 County Route 64, Mexico, NY 13114  
Telephone: (315) 963-4286  
E-mail: mlafountain@citiboces.org

Inquiries may also be directed to:

United States Department of Education's Office for Civil Rights  
32 Old Slip 26th floor, New York, NY 10005-2500  
Telephone: (646) 428-3800  
E-mail: OCR.NewYork@ed.gov

### **HARASSING CONDUCT PROHIBITED**

Sexual and other discriminatory forms of harassment (e.g., racial harassment, religious harassment, disability harassment, etc.) constitute a violation of law and stand in direct opposition to CiTi BOCES policy. CiTi BOCES prohibits all forms of harassing conduct against students by anyone in the "School Community." The "School Community" includes but is not limited to all students, CiTi BOCES employees, contractors, unpaid volunteers and other visitors.

### **Definitions**

**Harassing Conduct** generally means verbal or physical conduct based on a student's actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation, disability or any other legally-protected status and which has the purpose of or could have the effect of substantially interfering with a student's access to educational programs, educational performance or otherwise could create an intimidating, hostile or offensive environment.

Harassing conduct can include any verbal, written or physical acts which offend, denigrate, or belittle any individual because of any of the characteristics described above. Such conduct includes, but is not limited to derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, etc.

**Sexual Harassing Conduct** specifically means sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (A) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.
- (B) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
- (C) The conduct has the purpose of or could have the effect of substantially interfering with a student's access to educational programs, educational performance or otherwise could create an intimidating, hostile or offensive environment.

This applies whether the harassing conduct is between people of the same or different gender. Sexual harassing conduct can include, but is not limited to, verbal, written or physical acts, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive, touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

**Retaliation** is a separate and distinct violation of BOCES policy for any member of the school community to retaliate against any person who reports alleged harassing conduct or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassing conduct. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassing conduct is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassing conduct. In addition, a person who knowingly makes a false report may be subject to the same action that the BOCES may take against any other individual who violates this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

## **PROCEDURES**

### **Reporting**

Mark LaFountain  
Assistant Superintendent for Personnel  
179 County Route 64, Mexico, NY 13114  
Telephone: (315) 963-4286  
E-mail: [mlafountain@citiboces.org](mailto:mlafountain@citiboces.org)



Inquiries may also be directed to:  
United States Department of Education's Office for Civil Rights  
32 Old Slip 26th floor, New York, NY 10005-2500  
Telephone: (646) 428-3800  
E-mail: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

The report should be put in writing by the school official and should include as many identifying details as possible (e.g., time, place, witnesses, surrounding circumstances).

### **Investigation Procedures**

All unlawful harassing conduct, sexual harassing conduct or retaliation complaints will be referred to an Investigator designated by the District Superintendent (referred to hereafter as the "Investigator"). Under certain circumstances, sexual harassing conduct may also constitute a violation of criminal law, such as rape or sexual abuse statutes. In such cases, CiTi BOCES will immediately inform the appropriate law enforcement authorities.

The Investigator will interview the student who lodged the complaint and the alleged harasser separately and determine whether a detailed fact-finding investigation is necessary. For example, if the alleged perpetrator does not deny the accusation, there generally would be no need to interview witnesses, and CiTi BOCES could immediately determine appropriate corrective action. If a fact-finding investigation is necessary, it will be launched immediately. It may be necessary to undertake intermediate measures before completing the investigation so that further harassing conduct does not occur. Some examples of such measures are making scheduling changes so as to avoid contact between the parties; transferring the alleged harasser; or placing the alleged harasser on suspension pending the conclusion of the investigation. All such actions must be consistent with all applicable laws and/or collective bargaining agreements.

A written and signed account of the alleged incident(s) should be obtained by the Investigator from the student who lodged the complaint, the alleged perpetrator, and relevant witnesses.

The amount of time that it will take to complete the investigation will depend on the particular circumstances. If, for example, multiple individuals were allegedly harassed, then it will take longer to interview the parties and witnesses.

After completing the investigation, the Investigator will render its finding in writing to the District Superintendent, the alleged perpetrator, and the student who lodged the complaint.

### **Consequences**

Any school employee or student who is found to have engaged in harassing, sexual harassing or retaliatory conduct may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, expulsion, transfer, termination or discharge, consistent with all applicable laws and/or collective bargaining agreements. Non-employees found to have violated this policy may be subject to action including, but not limited to, contacting local law enforcement, banning from CiTi BOCES premises, CiTi BOCES events, etc.

## **Confidentiality**

CiTi BOCES recognizes that both the complaining student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **Accreditation**

CiTi is currently a “Candidate for Accreditation” with the Council on Occupational Education (Approved October 31, 2012) and is committed to meeting the standards of the Council required for full accreditation. The mission of the Council is “assuring quality and integrity in career and technical education.”

The Council’s mailing address is 7840 Roswell Rd., Building 300, Suite 325 Atlanta, GA 30350 and its website address is [www.council.org](http://www.council.org).

## **Section 2 - Services To Students And Campus Regulations**

### **Student Life**

The Student Handbook contains information about school policies and procedures as developed by the administration. The handbook is distributed at the start of the program.

It is the responsibility of CiTi/CCCE staff to create a climate in which the student is motivated to acquire appropriate habits and attitudes so that he/she may function effectively as an employee.

The student will find that the interaction with his/her classmates is one of the most valuable assets in the educational process. Each class selects its own student representatives.

**Student Rights and Responsibilities on the CCCE/CiTi Campus and at Internship/Clinical Sites** (Refer to **CiTi County-Wide Code of Conduct, Section III, pg 8-2**)

### **Equipment**

All equipment used in the classroom must be returned to its proper place at the end of the class. If it is defective or in need of repair, notify the instructor. Any person defacing or damaging any piece of equipment will be required to pay for its replacement.

### **Field Trips**

Occasionally field trips are planned as a part of the total program. Students are required to participate in this enrichment portion of the program. Transportation will be the responsibility of the student.

### **Fire, Air Raid, Bomb Threat**

In case of fire, air raid or bomb threat, students in class should follow the instructions for exit given by the instructor and displayed in each classroom on the wall by each door. Fire drills may be conducted throughout the year. When a fire alarm sounds, report to the designated staging area for the classroom in which you are located at the time the alarm sounds. Designated staging areas are located at various sites around campus. If you are not in the proximity of your usual staging area when an alarm sounds, you are to report to the nearest staging area. If you are reporting to a staging area other than the one normally used by your classroom, you must report your name and normal designated staging area number to the CiTi staff member in charge of the area in which you are. Wait for further instructions.

Lockdowns or lock in alarms will sound and are meant for you to remain in your classroom. Follow your teacher's instructions.

## Grievance Policy

In order to help ensure a high quality of services CiTi/CCCE understands the importance of keeping open lines of communication for receiving and responding to complaints. To avail themselves of this opportunity to be heard and have their concerns addressed students that have a complaint should follow the following steps:

1. Address their concern directly with the faculty member, support staff or other personnel most closely involved with and most likely to be able to resolve the issue at hand.
2. If the concern isn't resolved at step one, the student should submit their complaint to the Executive Dean of Workforce Development and Community Education. The Executive Dean or CCCE representative will meet with the student, gather additional information relevant to the complaint as needed and, depending on his/her determination of the merits of the complaint, take action to try and resolve the grievance.
3. If the concern isn't resolved at step two, the student may submit a request in writing to meet with the Assistant Superintendent for Personnel to discuss the grievance and seek a resolution at this level.
4. If no resolution is obtained at step three, the student may submit a request in writing to meet with the District Superintendent to discuss the grievance and seek resolution to the complaint.
5. If no resolution is obtained at step four, the student may submit a request in writing to meet with the CiTi Board of Education to discuss the grievance and seek resolution to the complaint.
6. If no resolution is obtained at step five (the institutional level), the student may submit a written and signed complaint to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone number 770-396-3898 or 800-917-2081. The complaint must include the complainant's mailing address. The Council will serve as an impartial party to try and help resolve the issue at hand.

In order to help continually improve its services, CiTi/CCCE will maintain a complaint file so that areas in need of improvement can be identified and strengthened.

## Insurance

CiT/CCCE provides Adult Student Accident Insurance. The following procedure is to be followed when an adult student is involved in an accident or incident while attending a CiTi/CCCE program:

- A Student Accident Report form must be completed and signed by the Instructor and Administrator.
- The adult student should first submit all claims for medical expenses incurred through their own health insurance plan.
- If the student's personal health insurance does not cover 100% of the expenses incurred, the student should submit the Explanation of Benefits (EOB) from the insurance company, along with any invoices from providers showing the balances due, to the Business Office. A claim will be filed through CiTi's insurance carrier for any charges not covered by the student's primary insurance.
- If the adult student does not have personal health insurance, all medical expenses incurred should be submitted through the CiTi's Adult Student Accident Insurance Plan.

## Lunches

Students may purchase lunches off campus. For those who would like to bring their lunch, a refrigerator and microwave are available. Lunchtime is considered free time, so you may leave Campus during this time. When in a workplace setting, students must remain in the facility according to the facility's policy.

## Personal Property

Personal property brought in to CiTi for repair or as a personal project is at the owner's personal risk. CiTi is not responsible for damage or replacement. The only exception is damage to staff's personal property or clothing while in the process of handling a student incident.

## Restrooms

Students must use restrooms designated for students; use of staff restrooms is not permitted.

## Security

Campus security is monitored by the Administration. The campus is secured according to Citi's requirements. If there are any security concerns, an Administrator should be notified. CiTi makes every effort to maintain a safe environment for everyone on campus. There is a security guard on duty during the day and evening. All external classrooms are locked and can only be opened by designated faculty.

If a student is a victim and/or a witness to a crime, e.g., theft, rape, sexual abuse/harassment, it is their responsibility to inform their instructor or an Administrator, who will then inform the proper authorities.

Crime statistics may be reviewed via a request to the Superintendent's office. CiTi does have an Emergency Management Plan with trained personnel. The Plan is posted in all offices and classrooms. Each classroom has a map of exit routes to be used in the event of an emergency.

## Smoking Regulations

There is no smoking or use of tobacco products allowed on CiTi property.

**Students wishing to smoke must leave campus.** Consequences of violating the non-smoking policy are listed in the Code of Conduct portion of this booklet. (Refer to Section VI, pg.8-8)

## Snow Days

Closing due to weather is an administrative decision. Announcements are made on Oswego and Onondaga County radio and T.V. stations generally between 6:30-7:30 a.m. (and between 2:00-4:00 p.m. for evening programs). The adult programs being held on CiTi campus or the CCC campus in Fulton (lecture/theory/lab classes) will close **when CiTi closes**. If school is delayed you should report according to that announcement. Please use 8:00 a.m. as the reference point, e.g., college class begins at 9:00 a.m.; if school is delayed one hour there is no change, report at 9:00 a.m.; if there is a two-hour delay report at 10:00 a.m.

## Student Records and Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records.

**1. The right to inspect and review the student's education records within 45 days from the day the CiTi Adult Education Department receives a request for access.** Students must submit to the appropriate officials, a written request that identifies the records(s) to be inspected. The CiTi/CCCE official will make arrangements for access and notify the student of the time and place where records may be inspected. If the CiTi/CCCE official to whom the request was submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

Student Records and Rights Under FERPA (continued)

**2. The right to request the amendment of your education records that you believe are inaccurate or misleading.** Students may ask the Adult Education to amend a record that they believe is inaccurate or misleading. They must write the CiTi/CCCE official responsible for the record, clearly identify the part of the record that they want changed and specify why it is inaccurate or misleading. If the CiTi/CCCE official decides not to amend the record as the student requested, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable directory information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CiTi in an administrative, supervisory, academic or research, or support staff position, a person or company with whom CiTi has contracted (such as an attorney, auditor, collection agent or official of the National Student Loan Clearinghouse), a person serving on the Board of Education, a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, CiTi discloses records without consent to officials of another school in which a student seeks to or intends to enroll.

"Directory Information" is limited to: student's name, address, expected date of completion of course requirements and graduation, dates of attendance, full- or part-time enrollment status, degrees and awards received, and the most recent previous education agency or institution attended.

Students may restrict the release of "Directory Information", except to school officials with legitimate educational interest. To do so, a student must make the request in writing to the Adult Education Office. Once filed, this request becomes a permanent part of the student's record until the student instructs CiTi, in writing, to have the request removed.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CiTi to comply with the requirements of FERPA.**

The name and address of FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### Substance Abuse

Faculty and Administration of CiTi Adult Education and CCCE Office cannot and will not condone the use of alcohol or other mind-altering substances on campus or at school-sponsored functions, e.g., clinical/internship. Class funds are not to be used to buy alcohol for picnics, barbecues, private parties and similar functions where the use of alcohol is unrestricted or would not comply with New York State laws. CiTi does comply with the Drug-Free Schools Act.

Students found using, selling, possessing or distributing alcohol/drugs on campus or arriving at clinical/internship sites under the influence of alcohol/drugs will be charged with professional misconduct, which will lead to termination.

Students coming to campus under the influence of alcohol/drugs will be removed from class and will meet with the Executive Dean of the program. This action will lead to termination. **(Refer to Code of Conduct Section VI, pg. 8-4)**

### Telephone Use

A telephone for student emergency use is located in the Adult Education Office. Length of calls should be kept to a minimum so that anyone desiring to use the phone may have the opportunity to do so. Classroom phones may be used only with faculty permission.

Students are also reminded that the business phones in the clinical/work experience areas are not for personal use. Cellphone use is a disruption in the classroom and lab environment as well as at clinical sites. The use of cellphones and/or other electronic devices is not permitted in classrooms or labs unless such use is pre-approved by the classroom instructor.

Cameras are not allowed at any time on a clinical site. *Cell phones may be used during break time or at lunch only.* Students who wish to use their cellphones on break time or at lunch are requested to do so in a manner that does not disturb office personnel. If cellphone use during class or clinical hours becomes an issue, the phones will be collected during school or clinical hours and returned at the end of the day.

Three warnings of unauthorized cell phone usage while in class, lab, or clinical could result in termination from the program.

### Transportation

Transportation is the responsibility of each individual student. Oswego County Opportunities and Centro Bus provide countywide transportation services. Schedules may be obtained by calling Centro or Oswego County Opportunities.

### Visitors

Visitors are not permitted at any time. If a student must be contacted while in class, the Adult Education Office will receive the message and relay it to the student. Any individual arriving on campus to see a student should report to the Receptionist upon entering to sign in, obtain a visitor's pass and then report to the Adult Education Office. The student to be visited will then be contacted. Children are not permitted to visit students or to be brought with students to class.



## Section 3 - On Being A Student

### Academic Misconduct

Academic misconduct, which includes plagiarism, cheating, copying, altering records, or intentionally deceiving or assisting another student in the aforementioned actions, may result in immediate dismissal from the program. A conference with the Executive Dean will be held as soon as possible if a student is found to have committed any of these actions **(Refer to the Code of Conduct, Section VI, pg. 7-5)**

### Address, Telephone, and/or Name Changes

Students are required to notify the Adult Education Office immediately upon changing their address, phone number or name during the training program.

### Confidentiality

Students dealing with client information must maintain confidentiality. Any information acquired about a client or facility must not be shared. Disclosure is a cause for immediate termination. Students should be prepared to sign a confidentiality agreement with a work experience site.

### Criminal Behavior

Students involved in activities of a criminal nature in the school building or at a school function will be subject to dismissal. Students involved in criminal activities who are arrested and/or convicted of a crime may not be allowed to complete the program.

Under our contractual agreements with outside agencies, a student may be refused access to any facility for any unprofessional or criminal behavior or misconduct.

It is mandatory that an instructor has the unquestioned authority to take immediate corrective action in the classroom and /or clinical/internship experience area with regard to student conduct and performance.

### Dress Code for Campus/Classroom (Refer to Code of Conduct, Section V, pg. 7-5)

1. The instructor will discuss dress requirements for all classes during the first week of classes.
2. Dress must be appropriate for health and safety. Shirts and shoes must be worn.
3. Jewelry must be appropriate for health and safety.
4. Ethnic practices may warrant special consideration, given upon approval of staff and/or faculty.

### Exchange of Information

In accordance with the Family Education Rights and Primary Act of 1974, (see page 2-4) CiTi requests applicants to sign an Authorization for Exchange of Information form. The form allows CiTi to exchange professional information with former schools, prospective employers, funding sources and public agencies. (see Section 2, page 2-5)

### Health/Injury

1. If a student is injured on campus or during work experience he/she should notify the instructor immediately. An incident or accident report must be filed within 24 hours. Forms are available in the Adult Education Office.
2. The work experience agency is not financially responsible for student accidents or injuries.
3. A doctor's certificate is required for any illness of three or more consecutive school days to enable the students to return to class or work experience. The doctor's certificate must be turned in at the Adult Education Office before the student returns to class work experience. Frequent absences due to illness will also require a doctor's certificate detailing the student's status or limitations.
4. An instructor may request that a student obtain mental and/or medical care if it seems advisable. Students may initiate counseling from the Workforce Liaison. Instructors may dismiss a student (from work experience) who appears ill or unable to function and advise that they seek medical care.

### Placement Services

Placement services through the Adult Education programs consist of the following:

1. Within each program curriculum, time is spent on career awareness and job readiness activities. These may include resumé preparation, mock interviews, guest speakers, and work experience internships.
2. A job postings board.
3. Computer access to the Department of Labor JOB LINK job listings.
4. Tracking of placement by the Educational Case Manager and assisting those needing placement by making appropriate referrals.

## **Section 4 – Attendance**

It is the responsibility of each student to understand the attendance policy and related procedures. Class and work experience attendance promotes achievement and is mandatory. The program objectives relate to the acquisition and development of certain knowledge, understanding, attitudes and work habits, which require attendance.

It is the responsibility of the student to notify the Adult Education Office, instructor and work experience site prior to reporting time when they will be late or absent from class or internship. Phone numbers will be provided by the instructors.

**The attendance sheet is a legal document. Inaccurate reporting when you sign in/out on the attendance sheet is considered falsifying a legal document and may result in termination.**

**Time missed** due to arriving late, leaving early, or absenteeism, is recorded in minutes/hours/days.

### **Attendance Policy**

A student who is absent **more than the time outlined below** will be terminated from the program. A written warning notice will be sent to students as outlined below. An appointment with the Workforce Liaison or Executive Dean will be scheduled to determine the student's status. If termination does not occur, absentee hours over the allotted time within any phase of the program that can be made up must be done before the student can earn a certificate of completion.

**The program hours/days** used in the absentee calculation will be the hours the student is scheduled to complete the program as follows:

### **The Welding Program**

#### **320 Hour Program**

A student can miss no more than 32 hours of instruction. A student missing more than 32 hours may be terminated from the program.

#### **160 Hour Program**

A student can miss no more than 16 hours of instruction. A student missing more than 16 hours may be terminated from the program.

#### **60 Hour Program**

A student can miss no more than 6 hours of instruction. A student missing more than 6 hours may be terminated from the program.

#### **32 Hour Program**

A student can miss no more than 3 hours of instruction. A student missing more than 3 hours may be terminated from the program.

## **The CDL and HEMO Program**

### **CDL-A Program**

**Classroom:** A student may not miss more than 16 hours without having to make them up; a student cannot miss more than 16 hours or they may be terminated.

**Driving:** Any scheduled truck time that a student misses must be made up at a cost. Any rescheduled or make-up time in the truck must be first approved by the Adult Ed office. Driving time must be completed within your enrollment agreement time frame. Exceptions would need Executive Dean approval.

### **CDL-B Program**

**Classroom:** A student can miss 10 hours without having to make them up; a student cannot miss more than 10 hours or they may be terminated.

**Driving:** Any scheduled truck time that a student misses must be rescheduled with approval of the Adult Ed office. There may be a cost. Driving time must be completed within your enrollment agreement time frame. Exceptions would need Executive Dean approval.

### **HEMO Program**

**Classroom:** A student cannot miss any classroom time.

**Driving:** Any scheduled equipment time that a student misses must be rescheduled with approval of the Adult Ed office. There may be a cost. Driving time must be completed within your enrollment agreement time frame. Exceptions would need Executive Dean approval.

## **The HVAC Program**

### **200 Hour Program**

A student can miss no more than 20 hours of instruction. A student missing more than 20 hours may be terminated from the program.

## **The Auto Technology/Services Program**

### **700 Hour Program**

A student can miss no more than 70 hours of instruction. A student missing more than 70 hours may be terminated from the program.

### **Bereavement Leave**

Each student will be entitled to be absent a maximum of five (5) consecutive days (not including weekends, unless a weekend work experience is scheduled, and holidays) per death in the immediate family, the days of absence to take effect from the day after the death. The "immediate family" for this section is defined as spouse, father or stepfather, mother or stepmother, child, brother or sister. Documentation of the death may be required.

In the event of the death of a member of the family other than those listed above, a student will be entitled to two (2) consecutive days (not including weekends and holidays, unless a weekend clinical is scheduled) beginning with the day after the death. For this section, "family" is defined as grandfather or grandmother, grandchild, aunt, uncle, niece, nephew, mother-in-law, father-in-law, sister-in-law or brother-in-law, daughter-in-law or son-in-law.

Days for bereavement leave do not count against a student's absence accumulation, but the work must be made up. However, if this absence occurs during clinical, the time must be made up to meet minimum clinical attendance requirements.

### **Jury Duty**

In the event that a student is summoned for jury duty, they are encouraged to contact the number on the form and request a deferment of duty. If unable to defer duty, the days absent will not count against a student's absence accumulation, but must make up work. However, if this absence occurs during clinical, the time must be made up to meet minimum clinical attendance requirements. The student will also be responsible for all missed class work before the end of the phase.

**The Executive Dean of Workforce Development and Community Education reserves the authority to make final decisions on any and all attendance issues.**

## **Section 5– Grades**

### Academic Counseling

Academic Counseling is conducted 1) through periodic evaluation sessions with the instructors, 2) through scheduled appointment with the Workforce Liaison, and 3) through scheduled appointment with the Director. Satisfactory Academic Progress Reports and/or Final Grade Reports are required at the end of the student's program. Academic counseling may be initiated at these intervals. Students not passing at these intervals will be placed on academic probation and may be terminated the next interval if grades are not passing.

### Policy on Auditing Courses

1. Students can only audit a course if they are re-enrolling in a program with the purpose of completing that program. Auditing of courses by the general public that have not previously been enrolled in a program is prohibited.
2. The purpose of auditing a course is to enhance and reinforce the knowledge obtained during the first time the student took the course. A student will only audit courses that were previously passed.
3. The auditing fee will be 25% of the full course fee.
4. Students do not have to do the course work but they must take all tests and quizzes to help them monitor their progress. There will be no grade for courses audited.

### Adult Education Transfer Policy

Internal transfer of credit: CiTi Adult Occupation programs each have a specific curriculum designed to prepare the student for success in a particular career. The specificity of these individual curricula will not allow transfer of credit from one Adult Occupation program to another.

Transfer of external credit: Transfer of credit from another institution to an Adult Occupation program is not allowed.

### Tutorial Assistance

Tutorial assistance will be available on an as-needed basis. Students should meet with the Workforce Liaison and instructors to work out arrangements. Hours for the computer use can be worked out with instructors.

### Grading Policies

1. Recording Grades: Instructors will distribute, in writing, their grading policy for the course. The instructor and/or administrator will notify students of final grades; however, students are encouraged to record their grades and to meet with their instructor periodically.

### Student Appeal for Grades

1. Student must submit in writing to the Executive Dean, within ten (10) days of receiving a failing grade or Notice of Termination, an explanation of why they disagree with the instructor's decision.
2. The Executive Dean will make a determination and submit the results in writing to the student, within ten (10) school days of receipt of the explanation.
3. While the appeal process is pending, the student is required to continue in the program. Any missed time will have to be made up at a cost to the student if the student chooses not to attend and the appeal is upheld.
4. If the original grade is upheld, the time this time will not count and the student will be terminated.

### **Satisfactory Academic Progress/Grading Policies for Programs**

#### Theory Introduction

A student must achieve a "Pass" in all courses to maintain progress, complete the program and receive a certificate of completion.

**P – Pass = a 75% or above in all classes.**

**F – Fail = Below a 75% in any class.**

#### Work Experience

Work Experience graded with a "P" for Pass or an "F" for Fail **(After an investigation of the circumstances, a failure due to unsafe practice may lead to termination.)**

A "P" allows the student to continue in the program. An "F" in a work experience will lead to termination from the program.

## **Section 6 - Financial Aid Issues**

### **Tuition and Fees**

The program costs are available upon request and are included in the current individual program admissions packets that can be obtained by calling 315-593-9400 or by visiting the website at [www.CiTiboces.org](http://www.CiTiboces.org).

### **Financial Planning**

The decision to invest in an education involves commitment, motivation and financial planning. The schedule of tuition and fees for each individual program should be studied to ascertain general program expenses.

Program costs are due at the beginning of each new program and payment should be made at registration. In programs of more than 300 hours, half the cost is due at the beginning of the program and half is due at the mid-point of the program, unless a written financial aid plan allows for other arrangements.

Acceptable forms of payment include cash, cashier's checks, bank checks, and MasterCard or Visa. **No personal checks will be accepted.**

Students are encouraged to review the sources of funding outlined on the next few pages. Contact information is included and the student should make initial contacts when considering application to a program. The applications for the various programs include a section on anticipated payment method. The student should be sure to complete this section. Any questions may be directed to the Financial Aid Office at 315-593-9400.

Students who have been awarded scholarships, loans, or grants from agencies outside the school, and do not have the funds in-hand by the first day of each new term, must present a voucher of confirmation from the agency from which payment will be received.

A student may request an individual payment contract which, based upon the particular circumstances, may be issued at the discretion of the Executive Dean.

### **Financial Responsibility**

By signing the enrollment agreement a student is committing to all the requirements listed in the agreement, including meeting all financial obligations. No diplomas or transcripts will be released until all financial obligations have been met.

A student must maintain satisfactory progress in terms of grades and attendance to continue to be eligible for any sources of funding.

When a student officially withdraws from a program, the student must submit a "termination form" and "request for tuition refund" to the Executive Dean with the withdrawal date being specified. In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance.

Students on payment plans are required to follow the agreed upon plan. Students should make arrangements to meet with the Financial Aid adviser if they are experiencing financial difficulties while in the program.



## **Refund and Payment Policy for all programs other than Practical Nursing**

- 1) Drop within first 10% of CiTi program.....90% refunded,10% due CiTi
- 2) Drop within first 15% of CiTi program.....70% refunded; 30% due CiTi
- 3) Drop within first 20% of CiTi program.....50% refunded; 50% due CiTi
- 4) Drop within first 25% of CiTi program.....30% refunded;70% due CiTi
- 5) Drop exceeding 25% of CiTi program.....0% refunded;100% due CiTi

The amount of institutional charges for program will be determined by the refund and payment schedule above. Percentages for payment of refunds will be computed by taking the total number of course hours the program has been in session, compared to the total program hours possible. Only tuition is refundable, the cost of books and other miscellaneous items is not refundable. Tuition refund checks take up to thirty (30) days to process after a request is submitted.

*CiTi Adult Education Department does comply with Veterans Refund Policy, as well as all policies as set forth in Veterans Administration Circular 22-79-6, dated March 8, 1979, on file in the school office.*

## **Financial Aid Sources**

Financial assistance availability changes yearly. Students should contact the school Financial Aid Advisor for up-to-date information. Students have rights and responsibilities associated with various types of financial aid. Specific written information is available through the financial aid office. Continuation of all aid is based on a student maintaining satisfactory academic progress and meeting established attendance requirements.

County Departments of Employment and Training  
Department of Veterans Affairs  
ACCES-VR Grants  
Payment Plans  
Vietnam Veteran or Persian Gulf Veteran Tuition Award  
Native American Awards  
Bureau of Indian Affairs  
Awards for Children of Deceased/Disabled Veterans or former POWs, MIAs  
Scholarships for a Child of a Deceased Public Servant

## **Descriptions of Financial Aid Sources**

### **County Departments of Employment and Training (Career Connections, Workforce Development, One-Stop, New York Works)**

County-based agencies that help clients manage their careers. One function is to help eligible candidates pay for career training. Potential funding through the Oswego County Department of Employment and Training is capped at \$4000.00; amounts in other counties vary. The application process is rigorous requiring motivation and a substantial time commitment on the part of the client. Applies to most programs. Must apply to the county office in which one resides.

### **Department of Veterans Affairs**

Qualifying veterans and other eligible individuals may obtain financial assistance for the majority of the health occupations programs. This is in accordance with the provisions of Section 1776, Title 38, U.S. Code. Contact 1-800-827-1000 or [www.gibill.va.gov](http://www.gibill.va.gov). VA checks are mailed directly to students without the school receiving any of the funds. As a result, VA-funded students must agree to a payment plan and sign a Payment Contract.

### **ACCES-VR Grants (formerly VESID)**

Financial assistance through the office of Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), for those students who qualify under prescribed conditions. Contact 1-800-782-6164. Applies to most programs.

### **Payment Plans**

With the approval of the Executive Dean, students may enter into a payment plan via a Payment Contract. The contract evenly spreads the cost over the length of the program. There are no fees associated with the payment contract and there will be no billings or reminders. The contract must be signed and returned prior to the start date of the class. All payments will be made to CiTi with acceptable forms of payment being cash, a cashier's check or money order, or MasterCard or VISA. No personal checks will be accepted.

### **Scholarships/Employers/Unions**

Applicants are encouraged to seek out funding through private scholarship sources, through their employer, and through local unions as well as community organizations.

### **Vietnam Veteran (VVTA) or Persian Gulf Veteran (PGVTA) Tuition Award**

Financial assistance to eligible veterans who served in either of these conflicts. To be eligible, students must be a New York State resident who is matriculated full or part-time, and must complete the FAFSA, Express TAP Application, and corresponding supplement form (available in the Financial Aid Office). Maximum award is \$1,000 per clock-hour program. May not apply to all programs. Must apply by May of the academic year for which you want aid.

### **New York State Native American Aid**

State grants for up to \$1,000 per year to Native Americans or their children who are members on the official tribal roll of a NYS tribe. To be eligible, students must be high school graduates, must reside on one of New York's eight major reservations, and must attend a New York State post-secondary institution that has been approved by the Board of Regents (Practical Nursing only). Apply to Native American Education Unit, NYS Education Department, Education Building Annex, Room 374, Albany, NY 12234 or call 1-518-474-0537. Apply by July 15 for the fall semester and December 31 for the spring semester.

### **Bureau of Indian Affairs (BIA)**

Financial assistance for needy Native American students who are at least one-quarter American Indian, Eskimo, or Aleut and are an enrolled member of a federally recognized tribe. Must be a full time student. Students may contact U.S. Department of Interior, Bureau of Indian Affairs, 100 South Clinton Street, Federal Building Room 523, PO Box 7366, Syracuse, New York 13261-7366. May not apply to all programs.

### **Awards for Children of Deceased/Disabled Veterans or former POW or MIA as a result of service in certain conflicts**

Awards for children of service-connected deceased, or at least 40 percent disabled veterans, or former POWs or MIAs as a result of service in certain conflicts. This award provides up to \$450 annually to recipients. May not apply to all programs. Contact 1-888-697-4372. Must apply by May 1 of the academic year for which you want aid.

### **Scholarships for a Child of a Deceased Public Servant**

A scholarship for a child of a deceased police officer, fire fighter, or volunteer fire fighter who has died as a result of injuries sustained in the line of duty. This award provides a varying amount annually to recipients. May not apply to all programs. Contact 1-888-697-4372. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Must apply by May 1 of the academic year for which you want aid.

## Section 7 **CiTi CODE OF CONDUCT**

### **I. Introduction**

The Center for Instruction, Technology & Innovation Board of Education is committed to providing a safe and orderly school environment where students may receive, and CiTi personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other CiTi personnel, parents and visitors is essential to achieving this goal.

CiTi has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The CiTi Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this code applies to all students, CiTi personnel, parents and other visitors when on Citi property or attending a Citi-sponsored function.

### **II. Definitions**

#### **Definitions of Key Words and Terms**

For the purpose of this Code, the following words and phrases shall have the meanings set forth below:

1. Controlled Substance: A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
2. Disabled Student: A student who has been identified as having a disability pursuant to the provisions of IDEA and Article 89 of the Education Law, or one who the District is deemed to know has a disability within the meaning of 34 CFR §300.527.
3. Disruptive Student: A disruptive student is defined as any student who is substantially interfering with the educational process, the teacher's ability to teach, or other students' ability to learn.
4. CiTi Function: Any school-sponsored extra-curricular event or activity, regardless of location.
5. CiTi Property: Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of one of the school buildings, or other school or controlled property, or in or on a school bus as defined in Vehicle and Traffic Law §142.5.
6. Explosive: An explosive device of a nature, or in a quantity, that is sufficient to cause injury to the person or the holder thereof or to the person or property of others, including the school.
7. Illegal Drugs: A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
8. Illegal Substances: Alcohol, tobacco or tobacco products, illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
9. Interim Alternative Educational Setting ("IAES"): A temporary educational placement for a student for a period of up to 45 calendar days, other than the student's current placement at the time the behavior

## CiTi CODE OF CONDUCT

precipitating the IAES placement occurred, that enables the student to continue to progress in the curriculum, to continue to receive appropriate services and modifications, including those described on the student's current Individualized Education Program ("IEP"), and to meet the goals set out in such IEP, and includes services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent such behavior from recurring.

10. Parent: The biological, adoptive or foster parent, guardian or person in parental relation to a student.
11. Removal: As it relates to a disabled student, the removal for disciplinary reasons from the student's current educational placement, for other than a suspension or a change in placement to an interim alternative educational setting (IAES).
12. Removal: As it relates to a non-disabled student who is disruptive in class, the removal from the classroom to allow the other students to continue to learn. A classroom teacher may remove a student from class if the teacher determines the student is disruptive. The removal from class applies to the class of the removing teacher only. For purposes of this Code, the removal commences on the second consecutive day that a student is asked to leave a teacher's classroom (the first day being considered the discretionary use of a classroom management technique by the teacher).
13. Suspension: The disciplinary removal of a student from his or her regular educational program and activities in accordance with Education Law §3214.
14. Violent Student: A student who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the district function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function; or (g) knowingly and intentionally damages or destroys school property.
15. Visitor: Visitors will be defined as anyone in the school building(s) or on the premise(s) who does not possess official CiTi credentials (i.e. Badge).
16. Weapon: A firearm as defined in 18 USC§ 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, including but not limited to: any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB Gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, chains, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, dangerous instrument, material or substance that can cause injury, serious physical injury or death when used as a weapon.
17. Electronic Devices: Include the following, but are not limited to: Radios, Portable CD Players, Headphones, Stereos, Beepers, Pagers, Cellular or mobile phones, Electronic Games, Laser Pointers, MP3 Players, Ipods, Palm Pilots, etc.

### III. Students' Rights/Responsibilities

#### Rights

CiTi is committed to safeguarding the rights given to all students under State and Federal law. To promote a safe, healthy, professional, orderly, and civil school environment, all students enrolled in a CiTi operated program have the right to:

1. Have a safe, healthy, orderly, and courteous school environment and have their rights, feelings and property respected.

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2. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
3. Attend school in an alcohol, drug, and tobacco-free environment.
4. Follow the standards of the CiTi Dress Code.
5. Have school rules and conditions available for review and, when necessary, receive an explanation of those rules by school personnel.
6. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
7. Attend school and participate in school programs unless privileges revoked for legally sufficient cause, or disciplinary reasons as determined in accordance with due process of law.

### **Responsibilities**

CiTi personnel and students recognize that rights imply certain responsibilities. It shall be the responsibility of each student to:

1. Be familiar with and abide by all CiTi policies, rules and regulations pertaining to student conduct.
2. Refrain from participating in any discriminatory practices against other students or CiTi personnel.
3. Show due respect for others and their property and contribute to an orderly, learner-centered environment.
4. Dress in accordance with standards adopted by the Board of Education and the Superintendent.
5. Be on time, maintain regular attendance, and remain in assigned areas.
6. Work to the best of their ability in all academic, Career/Technical, and extracurricular pursuits and strive toward the highest level of achievement possible.
7. Behave as a representative of CiTi and hold themselves to appropriate standards of conduct, demeanor and sportsmanship and accept responsibility for their actions when 1) receiving home-tutoring or itinerant services; or 2) participating in or attending school-sponsored events such as open house, field trips, club activities; or 3) riding in a vehicle that is used to transport students or school personnel.
8. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
9. Seek help in solving problems that might lead to disciplinary procedures.

### **Student Transportation**

Some students are eligible for bus transportation to and from school. All students riding school buses or DOT-approved vehicles to and from school, or to and from school-related activities, are expected to maintain good conduct while traveling. In order that the ride to and from school or school-related activity may be safe, the following rules must be observed:

1. Obey all of the driver's lawful directions without question.
2. Remain seated until the bus driver gives permission for you to leave.
3. Be helpful and courteous at all times.
4. Keep all noise at a low level.
5. Keep hands, feet and possessions to yourself.
6. Avoid physical contact; report problems to the driver.
7. Avoid verbal attacks on other students.

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### **IV. Essential Partners**

#### **All CiTi employees, regardless of location or assignment will:**

1. Set the stage for life-long learning.
2. Lead by example, by conducting themselves in a professional, respectful and courteous manner.
3. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
4. Demonstrate interest in and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
7. Be a positive role model for students through the use of respectful language that is free of obscenities and demonstrate respect for law and order.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.

#### **No CiTi Employee shall:**

1. Intentionally damage or destroy CiTi property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, including but not limited to graffiti or arson.
2. Disrupt the orderly conduct of classes, school programs or other school activities.
3. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
4. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
5. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school.
6. Gamble on school property or at school functions.

#### **All parents are expected to:**

1. Recognize that the education of their student is a joint responsibility of the parents/guardians and the school community.
2. Send their student to school ready to participate and learn.
3. Ensure their student attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their student be dressed and groomed in a manner consistent with the student dress code.
6. Help their student understand that, in society, appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their student understand them.
8. Convey to their student a supportive attitude toward education and the school
9. Build good relationships within the school community.
10. Help their student deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

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### V. Dress Code

The employees and students of CiTi shall be appropriately groomed and dressed while on school property and attending school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Visitors are also expected to be appropriately attired while on district property and at CiTi functions. Each administrator shall inform all students and their parents of the school dress code at the beginning of the school year, and of any revisions to the dress code made during the school year. The appropriateness of an individual's dress will depend, to some degree, on the circumstances and setting. However, the following general rules shall normally apply in all circumstances:

1. Dress, grooming and appearance, shall be safe and appropriate (as related to the educational program) and may not disrupt or interfere with the educational process.
2. Revealing garments such as, but not limited to: short shorts, short skirts, tube tops, net tops, halter tops, garments with plunging necklines (front or back), that reveal the midriff, or are see through are not appropriate attire for the school environment.
3. Underwear shall be completely covered with outer clothing.
4. Appropriate footwear shall be worn at all times. (Footwear that is a safety hazard will not be allowed).
5. Items of apparel (including hats) that are vulgar, obscene, libelous, or denigrate others on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation or disability are prohibited.
6. No item of apparel may promote and/or endorse the use of alcohol, tobacco, illegal drugs or encourage other illegal or violent activities.

### VI. Prohibited Student Conduct

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences for their misbehavior. CiTi personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on students' ability to grow in self-discipline.

CiTi recognizes the need to make its expectations for student conduct specific and clear, whether on school property or engaged in any school function. The rules of conduct listed below are intended to safeguard the rights and property of others. Students who will not accept responsibility for their own behavior, and who violate these school rules, will be required to accept the penalties for their conduct.

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive, or public display of affection.
4. Engaging in any willful act, which disrupts the normal operation of the school community.



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5. Trespassing. All visitors must sign in. Non-enrolled students are not permitted on Campus without an appointment. Visitors will be directed to their destination after signing in and their appointment is confirmed.
6. Students who are suspended from school are not allowed on school property (or at school sponsored functions).
7. Misuse of computer/electronic/phone communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; accessing confidential student/staff information; or any other violation of CiTi's acceptable use policies.
8. Obstructing vehicular or pedestrian traffic or being transported to or from school in violation of CiTi's vehicle safety policy #6250 (See Appendix).

B. Engage in conduct that is insubordinate or disruptive. Examples of insubordinate or disruptive conduct include, but are not limited to:

1. Being disrespectful or failing to comply with the reasonable requests of teachers, school administrators, or other CiTi personnel.
2. Being in inappropriate areas, or leaving class or school without permission.
3. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other CiTi personnel, or any visitor lawfully on school property, including graffiti or arson.
4. Intentionally damaging or destroying CiTi property or grounds.

C. Engage in conduct which is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, biting, spitting, kicking, punching, scratching, throwing objects, pulling hair) upon a student, teacher, administrator, other CiTi personnel, or visitor or attempting to do so.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any object to cause bodily harm.

D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Bomb threat, be it implied, written or verbal, or communicated electronically or in person.
2. False fire alarm, misuse of 911, or the discharge of a fire extinguisher.
3. Using vulgar or abusive language or profanity.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

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8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team.
9. Selling, using or possessing obscene material.
10. Possessing (including matches or lighters), smoking or using tobacco products of any kind on any part of school property while attending school-related activities, as well as in any DOT approved vehicles used to transport students or CiTi personnel.
11. Using, possessing, selling or distributing alcohol or other illegal substances, or using or possessing drug paraphernalia, on school grounds or at school-sponsored events, participating in home-tutoring or itinerant services, or in any DOT approved vehicles used to transport students or CiTi personnel, except drugs as prescribed by a physician.
12. Engage in any form of academic misconduct. Examples of academic misconduct include: plagiarism, cheating, copying, altering records or assisting another student in any of the aforementioned actions.
13. Engage in any form of gambling.

### **VII. Reporting Violations**

All persons are expected to promptly report violations of the code of conduct to a teacher, school counselor, the building principal or designee. Any person observing an individual possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All CiTi staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. CiTi personnel who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The program administrator or designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation. The notification may be made by telephone.

### **VIII. Disciplinary Penalties, 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:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.

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3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances (ie., an Individual Educational Plan, 504 Accommodation Plan or Behavior Intervention Plan).

As a general rule, 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, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability.

### Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination:

1. Verbal warning/reprimand.
2. Phone call to parent/guardian at home or work.
3. Written notification.
4. Conferences.
5. Intake/PINS referral to Probation.
6. Detention – administrative designee.
7. Suspension from social or extracurricular activities.
8. Suspension of other privileges.
9. Exclusion from a particular class.
12. Reimbursement.
13. CiTi community services.
14. Writing project.
15. Greater or lesser penalties can be imposed on a case-by-case basis.
16. If a criminal offense has been committed, law enforcement will be notified.
17. Superintendent's Hearing.
18. Contact home school with disciplinary recommendations.
19. Teacher's removal of a student from the classroom.

Personnel should actively employ intervention strategies. Counseling, although not considered a penalty, may be provided as a voluntary alternative to a penalty. Similarly, referral to another agency may be an approach taken.

### Procedures

#### Teacher disciplinary removal of disruptive students:

**Definition:** A disruptive student is defined as any student who is substantially interfering with the educational process, the teacher's ability to teach, or other students' ability to learn.

A student's behavior can affect a teacher's ability to teach 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 or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student to the principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

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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 instructions, or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from the disrupted class for up to two instructional days under the following conditions. Failure to comply with reasonable directions of the teacher, after appropriate warnings, and the student:

- a. Continually makes unreasonable noise.
- b. Argues excessively with the teacher.
- c. Uses language or gestures that are profane, lewd, vulgar or abusive.
- d. Harasses other students.
- e. Poses a danger to self or others or commits acts of violence.
- f. Throws objects that endanger the safety of others.

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 or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

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 or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or their 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.

Within 24 hours after the student's removal, the program administrator or coordinator, or another district administrator designated by the program administrator or coordinator, must notify the student's parent(s) in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The notice must be provided by phone, 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. If notice is provided by telephone, a follow-up written notification will follow. 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.

The program administrator or coordinator may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

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The program administrator or coordinator 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 permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from their class. The program administrator or coordinator must keep a log of all removals of students from class.

### **Minimum Suspensions:**

A student will be suspended for a minimum of three (3) school days if they:

1. are repeatedly and/or substantially disruptive. This is defined as being removed from a classroom by a teacher(s) more than four (4) times during a semester or three (3) times during a trimester.
2. commit acts that would qualify the student as a "violent pupil" under the law.

## **IX. Alternative Instruction**

When a teacher removes a student of any age from class, or a student of compulsory attendance age is suspended from school pursuant to Education law S3214, CiTi will take immediate steps to provide alternative means of instruction for the student.

## **X. Discipline of Students with Disabilities**

### **Overview of the Disciplinary Process For Students with Disabilities in New York State**

If a student violates the school code of conduct and is being considered for a suspension or removal, school personnel must see to it that the following due process protections are provided to the student and to the student's parent(s)/guardian(s):

1. For suspension of **five school days or less**, the student's parent(s)/guardian(s) must receive a written notice (section 3214 notice), and a follow-up telephone call if possible, within 24 hours of the incident leading to the suspension, which describes the basis for the suspension and explains that the parent/guardian has the right to request an informal conference with the principal prior to the proposed suspension to discuss the incident and question any complaining witnesses against the student. The conference may take place after the suspension is initiated if the student's presence in school poses a continuing danger to persons or property, or is an ongoing threat of disruption to the academic process, in which case the conference shall take place as soon after the suspension as is reasonably practical.
2. For suspensions **in excess of five consecutive school days**, the student's parent(s)/guardian(s) must be provided with a written notice which indicates that CiTi proposes to suspend the student from school in excess of five consecutive school days, describes the basis for the proposed suspension, explains that the

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student has an opportunity for a fair hearing conducted by either the superintendent or hearing office designated by the superintendent at which the student will have the right to question any witnesses accusing him/her of committing the misconduct charged, and to present witnesses on his/her own behalf. Where possible, notification must also be provided by telephone. For any student of compulsory school age, the school must provide alternative education to the student during the suspension.

In addition to the above, which apply to all students in New York State, there are additional procedures and protections that apply to students with disabilities, including:

1. The provision of a free, appropriate public education (FAPE) to students who are suspended or removed for disciplinary reasons for more than ten school days in a school year.
2. The responsibility of schools to address behaviors that result in suspensions or removals for more than ten days in a school year (functional behavioral assessment (FBA) and behavioral intervention plans (BIP)).
3. The determination of the relationship between the behavior and the student's disability when a suspension or removal would result in a disciplinary change of placement (manifestation determination).
4. Providing the parent/guardian of the student with a copy of the procedural safeguards notice (special education rights) whenever a disciplinary action will result in a disciplinary change in placement.
5. An expedited process (expedited due process hearings) to resolve disagreements between parents and schools regarding certain disciplinary actions.
6. Protections for students who are not classified when a parent asserts that the school had knowledge, prior to the behavior that resulted in the disciplinary action, that the student was a student with a disability ("student presumed to have a disability for discipline purposes").
7. Expedited evaluations of students suspected of having a disability during the time the student is suspended.

School Officials have authority to suspend or remove students with disabilities. School officials have increased authority to suspend or remove students with disabilities to interim alternative education settings for up to 45 calendar days for offenses relating to illegal drugs, controlled substances, or weapons. In instances when school personnel maintain that it is dangerous for a student to remain in his/her current educational placement, school officials can request an expedited due process hearing, or move the student to an interim setting. School officials can remove a student with a disability from his or her current placement when necessary, even though the student had previously been removed earlier in that school year, as long as the removal does not constitute a "disciplinary change in placement."

The procedures relating to the discipline of students with disabilities require school personnel with authority who suspend or remove students to work closely with Committees on Special Education, establishing clear guidelines for communication and decision making on disciplinary matters.

### **Overview Steps In the Disciplinary Process**

1. Follow §3214 procedures as you would for any student.
  - a. Send written notice to parent/guardian
  - b. Make telephone call to parent/guardian, if possible
  - c. Upon request, conduct an informational conference
  - d. Send a Section 3214 hearing notice to the student's parent/guardian
  - e. Conduct a Superintendent's Hearing
  - f. Send notice of the hearing results to the student's parent/guardian

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2. Arrange for instruction, as appropriate, to be provided to the student.
  - a. If the student is of compulsory school age, arrange immediately for alternative instruction.
  - b. If the student is a student with a disability or a student presumed to have a disability and the disciplinary action will result in a suspension/removal for more than ten school days in a school year, provide FAPE based upon the recommendation of the student's special education teacher and principal if the suspension does not create a change in placement or the CSE if the suspension is a change of placement.
3. Determine if the suspension/removal will constitute a disciplinary change of placement. If yes:
  - a. Send CSE meeting notice to the parent(s)/guardian(s) with a copy of the procedural safeguards notice.
  - b. Convene a CSE meeting to address the student's behavior, as required.
  - c. Convene a CSE meeting to conduct a manifestation determination:
    1. If the behavior is related to the student's disability, unless the parent(s)/guardian(s) and the district otherwise reach an agreement, immediately return the student to his/her current education placement (except for suspensions to an Interim Alternative Educational Setting (IAES) for drugs/controlled substances or weapons, **OR** removals to an IAES by an impartial hearing officer for dangerousness).
    2. If behavior is not related to the student's disability, the student may be suspended or removed for the behavior.
    - d. If the student is suspended or removed, provide educational services to meet the FAPE requirement.
    - e. Send prior notice of the CSE recommendations to the parent(s)/guardian(s).
4. Removal for behavior involving weapons, illegal drugs, or controlled substances.
  - a. Conduct a Superintendent's Hearing.
  - b. Send a CSE meeting notice with a copy of the procedural safeguards notice to the parent(s)/guardian(s).
  - c. Convene a CSE meeting to determine an IAES and services to address the behavior and meet the FAPE requirement.
  - d. At the discretion of the school superintendent, remove the student to an IAES for up to forty-five calendar days.
  - e. Provide education services to meet the FAPE requirement in the setting determined by building administrator and CSE chairperson.
  - f. Convene a CSE meeting(s) to conduct a manifestation determination and investigate the connection between the behavior and the disability.
  - g. Send prior notice of the CSE recommendations to the parent(s)/guardian(s).
5. If continuing the student in the current educational placement is substantially likely to result in injury to the student or to others
  - a. Convene a CSE meeting to determine manifestation. If the conduct is a manifestation of the disability, review and modify IEP as appropriate.
  - b. Send prior notice of the CSE recommendations to the parent(s)/guardian(s).
  - c. If parent objects to the new IEP, or does not otherwise consent to an alternate placement, request an expedited impartial hearing to request the student be placed in an Interim Alternative Educational Setting (IAES) for forty-five calendar days or initiate a court proceeding to change the placement. Send a meeting notice to the student's parent(s)/guardian(s) with a procedural safeguards notice.

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1. Provide substantial evidence that maintaining the placement of the student is likely to result in injury to the student or to others.
  2. Provide a recommendation for the IAES setting to the impartial hearing officer (IHO).
  3. If the student is removed to the IAES, provide education services to meet the FAPE in the setting determined by the IHO or court.
6. Parent(s)/guardian(s) disagree with the manifestation determination or any decision regarding a disciplinary placement including a decision to place the student in an IAES and request a due process hearing.
- a. Send procedural safeguards notice to the parent(s)/guardian(s).
  - b. Provide the parent(s)/guardian(s) with the form to request a due process hearing or mediation.
  - c. Arrange for an expedited due process hearing.
  - d. Ensure pendency (current educational placement or the IAES).
7. CSE receives a referral for initial evaluation of a student during the time a student is suspended or removed for disciplinary reasons (other than students presumed to have a disability for discipline purposes).
- a. Conduct an expedited evaluation of the student.
  - b. Student may continue to be suspended or removed for disciplinary purposes.
8. Circumstances under which, and procedures by which, complaints in criminal court, juvenile delinquency and PINS petitions will be filed and/or referrals to the appropriate agencies will be made. (NOTE: This section applies to all students, not just students with disabilities.)

### **PINS Petitions**

The district may file a PINS (person 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, notwithstanding implementation of the student's behavior intervention plan.
3. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be sufficient basis for filing a PINS petition and referral to the appropriate law enforcement agency.

### **Juvenile Delinquents and Juvenile Offenders**

The superintendent is required to refer the following students to the County District Attorney for juvenile delinquency proceeding before 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).



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### **XI. Corporal Punishment**

The use of reasonable physical force by a CiTi staff member is permitted only after a person has refused an order to cease such behavior and only when it is necessary to:

1. Protect oneself from physical injury;
2. Protect another student, staff member or other person from physical injury;
3. Protect the property of the school or of others; or
4. Restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve such purposes.

Corporal punishment shall not be used as a means of discipline against a student by any teacher, administrator, officer, employee or agent of CiTi.

### **XII. Student Searches and Interrogation**

School authorities will provide discipline and security as agents of the state. School authorities will conduct a search of a student's person, as well as of their possessions, where sufficient cause for such a search exists. School authorities will search when there is reasonable suspicion that contraband is possessed and/or has been concealed. The Board further authorizes the utilization of trained canine to search school property from time to time as determined by the District Superintendent to search for illicit drugs and/or explosives.

Factors to be considered in determining whether reasonable suspicion exists to search a student include: (i) the student's age; (ii) the student's history and record in school; (iii) the prevalence and seriousness of the problem to which the search is directed; (iv) the urgency necessitating the immediate search; and (v) the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy with respect to school lockers, desks, or other school storage spaces over which the school authorities retain control. Students may use these areas for the limited purpose of temporarily keeping items needed to participate in school instruction and activities.

School authorities have the right to question students regarding any violations of school rules and/or illegal activity. The questioning of student(s) by school authorities does not preclude subsequent questioning/interrogations by law enforcement authorities as otherwise permitted by law. Likewise, the questioning of students by school officials does not negate the right/responsibility of school authorities to contact appropriate law enforcement agencies, as necessary, with regard to such statements given by students to school authorities. School authorities acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials, are not required to provide the "Miranda warnings" against self-incrimination prior to the questioning of students.

The CiTi school authorities shall work in a cooperative effort with appropriate law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school property or during school-sponsored events, or to maintain the educational environment.

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If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal) or the questioning of students concerns a criminal offense committed on school property or during a school-sponsored activity.

### **XIII. Visitors to the School**

We encourage parents, community members, component school district personnel and representatives of business and industry to be involved in the educational process. School is a place of work and learning, therefore certain limits must be set for such visits.

1. Visitors will be defined as anyone in the school building(s) or on the premise(s) who do not possess official CiTi credentials (i.e. Badge).
2. All visitors to the school must report to the main office upon arrival, sign in and receive a visitor's identification badge. This badge must be worn at all times while in the school or on the school premises. The visitors must return the identification badge to the main office and sign out before leaving.
3. Parents or citizens who wish to observe a class while school is in session are required to arrange such visits in advance with the classroom teacher(s) and administration so that class disruption is kept to a minimum.
4. Those who visit a shop area for service are expected to leave the shop area(s) as soon as their business is completed. There must be no interference with regular schoolwork and prolonged visits are discouraged.
5. No class time shall be taken to discuss individual matters with visitors by teachers.
6. Any unauthorized person(s) on school property will be reported to the security office, program administrator or coordinator or his or her designee. Unauthorized person(s) will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
8. If CTE students desire to bring visitors to the center, prior permission must be granted by the home school and CiTi CTE (forms available in the Career and Technical Education Office).

### **XIV. Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, public shall mean all persons when on school property or attending a school function, including students, teachers and district personnel. The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

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### **Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of, or engage in any physically aggressive act against any person in any place to which this code applies.
8. Engage in any sexual conduct or indecent behavior.
9. Violate the traffic laws, parking regulations or other restrictions on vehicles.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, illegal substances, controlled substances, or be under the influence of the foregoing on school property or at a school function.
11. Possess, use or threaten to use weapons (or facsimiles thereof) in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions. Games of chance will be allowed consistent with New York State Law Article 9-A, General Municipal Law.
14. Refuse to comply with any reasonable order from any identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Use tobacco products of any kind in or on school property or while attending a school function.
17. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

### **XV. Penalties/Enforcement**

#### **Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitor(s). Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and or arrest.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements, as stated in this Code of Conduct.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. District Employees in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.

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5. District Employees other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **Enforcement**

The program administrator and/or coordinator or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee becomes aware of an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The district shall initiate disciplinary action against any student or staff member, as appropriate, with the Penalties section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

## **XVI. Dissemination and Review**

### **Dissemination of Code of Conduct**

The board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly in all programs held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all employees with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.

The board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The board of education will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students and any other interested parties may participate. The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

**Section 8**  
**Notifications and Signatures**  
**Please Read and Respond**

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## Annual Notifications 2018 – 2019 for Adult Students

### Safety & Risk Management

This information is provided to all students to inform both students and parents about the different safety provisions, notifications and forms that are required to be sent each academic year. This year we are posting these notifications and forms online. For more information and access to these forms please look at the Safety & Risk Management section on our CiTi website [www.citiboces.org](http://www.citiboces.org). If you do not have online access, please contact the Safety & Risk Office (315-963-4476) to obtain this information.

#### Annual Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act of 1987 (AHERA), a copy of the Center for Instruction, Technology & Innovation (CiTi) Asbestos Management Plan is available for review in the Safety & Risk Management Office during business hours. Please contact the LEA Designee, John Raflowski at 315-963-4271 if you would like to set up an appointment or if you have any questions.

#### Annual Pesticide Notification

The full notification is now posted to the CiTi website. If you would like to be notified on any pesticide use for the 2108-19 school year, please go to the website [www.citiboces.org](http://www.citiboces.org)

Hover over the Management Services page and click on Safety and Risk Management. Click the Annual Notifications on the left side of the page and scroll to 2018-19 Annual Pesticide Notification. To access the form, please click on the Pesticide Notification Form 2018-2019 (also found on the right of the page), fill out the form and send it to the Safety & Risk Office, 179 County Route 64, Mexico, NY 13114.

#### Activation of the CiTi Radiological Emergency Plan

The CiTi campus is within the 10 mile radius of the Nine Mile Point Plant which requires specific emergency planning for the people within this geographical area. Protocols have been established to evacuate students and staff, as necessary, and to provide KI pills to block radiation exposure to the thyroid if a radiological event occurs.

KI pills will be distributed to all students and staff when CiTi receives communication from the Oswego County Emergency Management Office to distribute the pills. If you do **NOT** want your student to be offered the KI pill please fill out the Potassium Iodide (KI) form located on the CiTi website. This form must be returned to the Safety & Risk Office within two weeks of start of class.

Follow the instructions below to access the full summary and form.

Please go to the website [www.citiboces.org](http://www.citiboces.org)

Hover over the Management Services page and click on Safety and Risk Management. Click the Annual Notifications tab on the left side of the page and scroll to the Radiological Emergency Evacuation and Plan Preparedness for information on what to do and what the staff at CiTi will do in the event of a radiological emergency. If you do NOT wish for your child to receive Potassium Iodide (KI), in an event occurs, please fill out and return the Potassium Iodide (KI) Opt Out Form to the Safety & Risk Office, 179 County Route 64, Mexico, NY 13114. This form can be found under the 2018-2019 Potassium Iodide (KI) heading and on the right side of the page.

### **Emergency Management**

Incidents can happen at any time. CiTi employees are equipped to be prepared for a variety of incidents that can happen on and off of the campus. In preparation for these events, drills are conducted throughout the year to practice protocols that might be used in the event of a real incident. There are 5 different response actions that are used:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown.

For a summary of what these response actions are, please refer to the CiTi website. Hover over the Management Services page and click on Safety and Risk Management. Click on Emergency Management on the left side of the page.

Please contact the Safety & Risk Office if you have any questions about the information provided or on the website.

### **Contact Information**

CiTi, 179 County Rt. 64, Mexico, NY 13114

**John Raflowski** – Safety Coordinator  
315-963-4476

**Charlene Walthert** – Safety Officer  
315-963-4476

**Aleisha Hartford** – Safety Officer  
315-963-4476



## **Acceptable Use Policy for Computers**

### **CiTi Acceptable-Use Regulation & Agreement**

#### **Network Mission**

The Network, and through the network, the Internet, offers an abundance of educational material as well as opportunities for collaborations and the exchange of ideas and information. Successful operation requires that all users view the network as a shared resource, and work together to maintain its integrity by behaving in a responsible, conscientious manner.

#### **Privacy Rights**

Student and Staff data files and electronic storage areas are considered CiTi property, subject to CiTi control and inspection. The system administrator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this regulation and its associated policy. Students and staff should not expect that information stored on the network will be private.

#### **Definition of User**

A user is defined as any person that is not a District Official, Administrator or Instructional Technology Personnel that has been assigned a valid network logon by the network administrator. Such logons (for accounts) should be used only by the owner of the account in a legal and ethical fashion.

#### **The Acceptable-Use Regulation**

This regulation describes the types of network applications that are contrary to our network mission and which are therefore prohibited. These are guidelines only and are not meant to be an exhaustive list of prohibited activities.

#### **Responsibility of Users for Their Account Security**

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person. Users will immediately notify the network administrator if they have identified a possible security problem relating to misappropriated passwords.

#### **Illegal or Destructive Activities**

Users may not use the network for any purpose that violates the law or threatens the integrity of the network or individual workstations. For example:

Users will not attempt to gain unauthorized access to the network, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files, attempting to obtain passwords, or attempting to remove any existing network security functions. Users will not actively search for security problems, because this will be construed as an illegal attempt to gain access.

Users must not intentionally develop or use programs to harass other users to attempt to violate the security or alter software components of any other network, service or system. Examples of such activities include hacking, cracking into, monitoring or using systems without authorization, scanning ports, conducting denial-of-service attacks and distributing viruses or other harmful software.

Users must not attempt to damage hardware, software or data belonging to the school or other users. This includes adding, altering or deleting files or programs on local or network hard drives and removing or damaging equipment such as mice, motherboards, speakers, or printers.

Further examples of unacceptable use include, but are not limited to: fraudulent use of credit card numbers to purchase online merchandise, distributing licensed software or installing software such as games in violation of software license agreements (privacy).

#### **Inappropriate Material**

Users will not use the network to access or distribute material that is obscene, pornographic, indecent or hateful, that advocates illegal acts or that advocates violence or discrimination toward other people. This includes but is



not restricted to distribution through email, newsgroups or web pages. Exceptions may be made if the purpose of such access is to conduct research and if access is approved by both the teacher and the parent. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to their teacher or the network administrator.

### **Respect for Other Users**

Restrictions against inappropriate language or images apply to personal email, newsgroup postings and material posted on web pages. Users will not use obscene, profane, vulgar, inflammatory, threatening or disrespectful language. Users will not post false or defamatory information about a person or organization. Users will not post information that, if acted upon, could cause damage to individuals or property. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. This includes, but is not limited to, distribution of unsolicited advertising, chain letters, and email spamming (sending an annoying or unnecessary message to a large number of people). If a user is told by a person to stop sending them messages, the user must stop. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. Users will not forward a message that was sent to them privately without permission of the person who sent them the message. Users must not send mail that does not accurately identify the sender, the sender's return email address, and the email address of origin.

### **Resource Limits**

No software shall be downloaded from the Internet or email on the workstation without prior permission from Instructional Technology Personnel. Software installed by any user other than IT personnel is considered a violation of policy. If authorized, users will download the file at a time when the network is not being heavily used immediately remove the file from the network server to their workstation. Users have a right to temporary use of disk storage space and are responsible for keeping their disk usage below the maximum size allocated. Extremely large files, if left on the network for an extended period, may be removed at the discretion of the Director of Technology. Users will check their email frequently, deleted unwanted messages promptly, and stay within their email quota. Users will subscribe only to discussion group mail lists that advance and are relevant to their education or professional/ career development. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.

### **Theft of Intellectual Property**

Users must respect the legal protection provided by copyright law and license agreements related to content, text, music, computer software and any other protected materials. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

### **Web Sites/ Personal Safety of Students**

Access to the Internet using CiTi's computer equipment is subject to the following restrictions:

**Filtering.** Filtering software will be used to block minors' access to:

- Visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors; and
- Internet sites which, in the Board's determination, contain material that is "inappropriate for minors". (See item B below).

Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the Superintendent or his/her designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.

<sup>1</sup>The terms "obscene", "child pornography", "harmful to minors" and "matter inappropriate for minors", used throughout the policy, are defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (Public Law 106-554) See appendix A.

**Matter Inappropriate for Minors.** The Board will (from time to time) determine by resolution what Internet material is "inappropriate for minors" at CiTi. This determination will be based on community standards. (See attachment A).

**Safety of Minors When Using Electronic Communications.** In using the computer network and Internet, minors are not permitted to reveal personal information such as home address, telephone numbers, their real last names to any other information that might allow someone they are communicating with online to locate them. No minor may arrange a face to face meeting with someone he/she "meets" on the computer network or Internet without his/her parent's permission.

**Unauthorized Access and Other Unlawful Activities.** It is a violation of this Policy to:

- Use CiTi's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;
- Damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or
- Violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

**Unauthorized Disclosure and Dissemination or Personal Identification Information Regarding Minors.**

Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the [District's or CiTi's] webpage or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student himself/ herself.

**Regulations and Dissemination.** The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.

**Safety and Security.** The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication will be accomplished through disablement of email accounts except under direct teacher supervision and through Internet filtering. Unauthorized access, including so-called "hacking", and other unlawful activity by minors and unauthorized disclosure, use, and dissemination of personal information regarding minors shall be controlled through the use of the district's firewall, Internet filtering and Web Permission form.

**Filtering.** Internet filtering will be accomplished through use of software and or hardware based technology.

Management of this filtering will be conducted by the Instructional Technology Department in cooperation with Administration and Staff. Listed below is a set of categories that will be blocked. Administration or the Director of Technology will only make additions and exceptions to this list after evaluation of the site(s) and approval of the content.

### **Internet Filtering Categories**

Violence/Profanity	Sexual Acts	Full Nudity
Sex Education	Militant/Extremist	Alcohol/Tobacco
Partial Nudity	Gross Depictions	Intolerance
Gambling/Questionable Illegal	Drug Culture	Satanic/Cult

### **Violation of This Regulation**

In the event there is an allegation that a student/employee has violated the Acceptable-Use Regulation and Agreement, the student/employee will be provided with a written notice of the alleged violation and an opportunity to present an explanation before an administrator. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student/employee in gaining the self-discipline necessary to behave appropriately on a computer network. The Director of Technology or the Administration has authority to disable any account where there is a violation of this policy.

The school may at its sole discretion determine whether a use of the network is a violation of this policy. Violations of this policy may result in a demand for immediate removal of offending material, blocked access, suspension or termination of the users account, or other action appropriate to the violation. The

school reserves the right to act without notice when necessary, as determined by the administration. The school may involve, and will cooperate with, law enforcement officials if criminal activity is suspected. Violators may also be subject to civil or criminal liability under applicable law.

## **Appendix A**

Generally speaking, “obscenity” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work taken as a whole has to lack serious literary, artistic, political or scientific value. (See 18 U.S.C. 1460 and the cases interpreting that statute.)

“Child pornography” is defined as:

“... any visual depiction , including a photograph, film, video, picture, or computer or computer generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor in engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.”(18 U.S.C. 2256[8]).

The phrase “harmful to minors” is defined as:

“... any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [ defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.” (Public Law 106-554,1703[b][2].)

The phrase “matter/ material inappropriate for minors” must be defined by determination by the Board applying local community standards. (Public Law 106-554;1732[1][2].)



## Notification of Rights

### Family Educational Rights and Privacy Act Oswego County Board of Cooperative Educational Services

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

**(1) The right to inspect and review the student's education records within 45 days of the day CiTi receives a request for access.**

Parents or eligible students should submit to the Director of Adult Education a written request that identifies the record(s) they wish to inspect. The CiTi official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.**

Parents or eligible students may ask CiTi to amend a record that they believe is inaccurate. They should write to the Director of Adult Education, clearly identify the part of the record they want changed, and specify why it is inaccurate. If CiTi decides not to amend the record as requested by the parent or eligible student, CiTi will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by CiTi as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the BOCES Board; a person or company with whom CiTi has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another CiTi official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. FERPA also authorizes the release of "directory information" without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory information not be disclosed. CiTi considers the following information "directory information":

- Student's name;
- Student's address;
- Telephone number (s) and e-mail address(es);
- Student's date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Student's weight and height for members of athletic teams;
- Dates of attendance ("from and to" dates of enrollment);
- Student's achievement awards or honors
- Date of graduation
- Student's grade; and
- The most recent educational agency or institution attended

Students may be videotaped and/or photographed while engaged in classroom and extracurricular programs, activities and other school functions. Videotapes and/or photographs may be shared with the public through, for example, public media outlets, CiTi newsletters, reports, web site and other CiTi communications, unless the parent/guardian or eligible student requests, in writing, that videotapes or photographs of the student not be publicized.

Two federal laws require CiTi to provide military recruiters and institutions of higher education, upon request, with three directory information categories of its secondary students: names, addresses and telephone numbers, unless parents or eligible students have advised CiTi that they do not want this information disclosed without their prior written consent.

Those students who do not want directory information released and/or do not want videotapes or photographs published and/or do not want the limited release of directory information to military recruiters and/or institutions of higher education, **must indicate such on the Student Signature Page on page 8-15 of this handbook. The page must be returned to your instructor within five days of reading this handbook.**

c. CiTi, as authorized by FERPA, discloses personally identifiable student information without consent to other schools, school systems or institutions of postsecondary education in which a student seeks or intends to enroll or that are providing services to the student, upon receiving a request from any such institution. Parents/guardians or eligible students can receive a copy of all information disclosed upon request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Oswego Country Board of Cooperative Educational Services to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Providing a Drug Free, Safe School Environment

Dear Adult Ed Student,

The Center for Instruction, Technology & Innovation has a very strong commitment to providing a drug-free, safe school environment. Over the last several years, a major initiative for CiTi has been to protect the constituents of CiTi from persons violating the laws of the state and/or the schools' Code of Conduct.

CiTi has updated school policies relating to the Code of Conduct and Searches on School Property. The policies of the Board of Education allows the District Superintendent to authorize, from time to time, trained canine to search the school and students' lockers, desks or other school storage spaces over which the school authorities retain control for illicit drugs and/or explosives. CiTi will maintain a zero-tolerance policy regarding drug use or possession on school property.

This letter is intended to serve as notice to students that there may be unannounced searches of school property by trained canine. It also serves as a reminder that students have no reasonable expectation of privacy with respect to school lockers, desks or other school storage spaces.

If you have any questions or concerns, please do not hesitate to contact Mark LaFountain, Assistant Superintendent for Personnel, at 315-963-4286.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Todd", written in a cursive style.

Mr. Chris Todd  
District Superintendent

# Americans With Disabilities Act Notices and Procedures

## *Center for Instruction, Technology & Innovation*

### NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

This Notice is provided to you as required by Title II of the Americans with Disabilities Act of 1990.

**Program Services:** The {Center for Instruction, Technology & Innovation} does not prevent individuals on the basis of a disability admission and participation in its services, programs, or activities. The {Center for Instruction, Technology & Innovation} will make all reasonable modifications to programs to help participation by persons with disabilities. The ADA does not require the {Center for Instruction, Technology & Innovation} to make modifications, if the nature of the program was changed or created an undue financial or administrative burden.

**Employment:** The {Center for Instruction, Technology & Innovation} does not discriminate on the basis of disability in its hiring or employment practices.

**Communication:** The {Center for Instruction, Technology & Innovation} will for most requests provide the aids and services for individuals to communicate to participate as everyone else in the programs, services, and activities. If you need help through aids or services in the area of communication to participate in programs of the {Center for Instruction, Technology & Innovation} should contact {Mark LaFountain, ADA Coordinator at 315-963-4224}.

Questions, concerns, complaints, or requests for more information regarding the ADA may be forwarded to the {Center for Instruction, Technology & Innovation} designated ADA Coordinator.

Name: Mark LaFountain

Title: Assistant Superintendent for Personnel / ADA Coordinator

Office Address: 179 County Route 64

Mexico NY 13114

Phone Number: 315-963-4224

This Notice is available upon request in large print, audio tape and Braille formats.

*The above document represents information from the following web site: Department of Justice, ADA Best Practices Tool Kit for State and Local Governments, <http://www.ada.gov/pcatoolkit>.*

THE NEXT PAGES ARE THE SIGNATURE PAGES.

PLEASE READ CAREFULLY.  
CHECK THE APPROPRIATE BOXES THAT  
APPLY, PLEASE SIGN, DATE,  
AND RETURN THESE PAGES  
TO THE ADULT EDUCATION OFFICE  
WITHIN 5 DAYS OF READING THE HANDBOOK.

YOUR TIMELY COOPERATION IN THIS MATTER  
IS GREATLY APPRECIATED.





# STUDENT Signature Page

Adult Education and Workforce Development Services Office  
Center for Instruction, Technology & Innovation

Student Name (please print clearly): \_\_\_\_\_

Now that you have read the preceding pages, please review the following statements and respond accordingly by checking the appropriate boxes and signing your name at the bottom of the page:

I have read and fully understand the information in the Student Handbook and agree to support the policies and procedures contained therein (i.e. Code of Conduct, Attendance, etc).

I have received the appropriate information regarding Oswego County Radiological Emergency Plan and CiTi's Emergency Management Incident procedures.

I have received the information on the Notice of Availability: Asbestos Management Plan

I have read the Acceptable-Use Policy For Computers and will understand the policy regarding any restrictions against accessing material set forth therein. I will follow the rules for personal safety.

I have read the Annual Pesticide Notification materials and understand my rights and responsibilities regarding advance notification.

I have read the Notification of Rights and **DO NOT** want:

*directory information released*

*the limited release of directory information to military recruiters and/or institutions of higher education*

I have read the Providing a Drug free, Safe School Environment policy.

\_\_\_\_\_  
Student's Name (PLEASE PRINT CLEARLY)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Cut along line and return to the Adult Education Office.





## Student News and Photo Release

As part of its public relations program, CiTi has instituted a policy of obtaining model releases before videotaping, photographing, or interviewing any CiTi students.

Public relations activities include distribution of feature stories to local media, development of video and/or visual aids, *including Internet web sites*, and production of newsletters, brochures and other printed materials. The results of these activities would be strictly for educational or promotional purposes. CiTi agrees not to sell any images for profit gain. Students will receive no payment or compensation in any form for participation in public relations activities.

If you **do not** agree to participate, please **check the appropriate box, sign this page, and return it to your teacher.** Should you choose to sign this release, your participation in the program will not be affected in any way, ***and you will not be included in any material publicly distributed. You will be included in any material unless we receive the signed release.*** If you have questions, please call the Public Relations Department at CiTi at 315-963-4412.

The Adult Ed Office, Public Relations Office and Adult Education Teachers will be given a list of students without permission to keep on file.

I hereby warrant that I am the below-named student. I have read the above release, fully understand its content and **I DO NOT** give permission to be videotaped, photographed, and/or interviewed for public relations activities, *including information included in any Internet web site*, at CiTi. **This information shall remain in effect for the 2018-19 school year or until it is revoked in writing.**

\_\_\_\_\_  
**Student's Name (PLEASE PRINT CLEARLY)**

\_\_\_\_\_  
**Adult Ed Class (PLEASE PRINT CLEARLY)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

September 2017





## Center for Instruction, Technology & Innovation

### Americans with Disabilities Act

### SIGNATURE SHEET

By signing below, I acknowledge that I have either read or had explained to me the Notice Under the Americans with Disabilities Act and the Grievance Procedure.

I understand that I may have a copy of the Notice under the Americans with Disabilities Act if I want one.

I understand that if I have questions, concerns or complaints I should contact {Mark LaFountain coordinating ADA complaints}, at {315-963-4224}.

---

Signature of Service Recipient

---

Print Name of Service Recipient

---

Date

---

Witness





Please read, sign, and return to the Adult Education Office.

**Center for Instruction, Technology & Innovation**  
**Adult Education and Workforce Development Services**  
**179 County Route 64, Mexico, New York 13114**

**CiTi REFUND AND PAYMENT POLICY for ADULT EDUCATION**

Costs, including tuition and estimated miscellaneous expenses for each program, are itemized on the budget page of the Admissions Packet. The total estimated tuition and expenses does not include meals or transportation.

Program costs are due at the beginning of each new program unless other arrangements have been made. These may include a payment plan, approved agency funding, or approved private education loans. Program costs must be paid in full prior to the end date of the course.

Students who have been awarded scholarships, or grants from agencies outside the school, and do not have the funds in hand prior to the beginning of the program, must present a voucher of confirmation from the agency from which payment will be received. Private education loans must be approved before a student is allowed to start a program.

If a student withdraws prior to the awarding of anticipated scholarships, grants, or loans they may become personally responsible for all costs and fees which would have been paid by the scholarship, grant or loan. If a student receiving scholarship, grants, or loans withdraws during the refund period, any refund due will be returned to the agency awarding the money, rather than to the student.

When a student withdraws from a program, the student must submit a Termination Form and a Request For Tuition Refund Form. A tuition refund and or payment due will be based on the following:

**TUITION AND PAYMENT SCHEDULE**

- 1) Drop within first 10% of CiTi program.... 90% REFUNDED and 10% due CiTi
- 2) Drop within first 15% of CiTi program.... 70% REFUNDED and 30% due CiTi
- 3) Drop within first 20% of CiTi program.... 50% REFUNDED and 50% due CiTi
- 4) Drop within first 25% of CiTi program.... 30% REFUNDED and 70% due CiTi
- 5) Exceeding 25% of CiTi program.....0% REFUNDED and 100% due CiTi

A percentage for refunds will be computed by taking the total number of course hours the program has been in session, compared to the total program hours possible. Only tuition is refundable. The laboratory and library fee, as well as cost of books and other miscellaneous items, are not refundable. **Tuition refund checks take up to thirty days to process after a request is submitted.**

*Citi's Adult Education Department does comply with Veterans Refund Policy, as well as all policies as set forth in Veterans Administration Circular 22-79-6, dated March 8, 1979, on file in the school office.*

I have read and understood this policy. I agree to comply with this policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Carla M. DeShaw, Executive Dean**  
**Workforce Development and Community Education**  
**Phone 315-593-9400 ☐ Carla.DeShaw@cayuga-cc.edu**





## AUTHORIZATION FOR EXCHANGE OF INFORMATION

I, \_\_\_\_\_ hereby give my permission to the Center for Instruction, Technology & Innovation to exchange professional information with the following agencies:

- Department of Employment & Training
- Department of Social Services
- Department of Probation
- Department of Labor
- Vocational & Educational Services for Individuals with Disabilities (VESID)
- High School \_\_\_\_\_
- Data from CiTi school records to prospective employers, educational institutions, or other agencies
- Workforce Investment Boards
- Family Member / Spouse (please list) \_\_\_\_\_
- Other \_\_\_\_\_
- None – Please do not exchange information with anyone

It is understood that the student may withdraw this authorization at any time. This authorization automatically expires 12 months after the date of the signature below. It is understood that all of the above blanks are filled in before the student signs the authorization.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
CASE MANAGER'S SIGNATURE

\_\_\_\_\_  
Date

**CENTER FOR INSTRUCTION, TECHNOLOGY & INNOVATION**  
179 County Route 64, Mexico, NY 13114  
Mr. Christopher Todd, District Superintendent







Center for Career and  
Community *education*

11 River Glen Drive  
Fulton, NY 13069 • 315.593.9471  
**[www.CiTiboces.org](http://www.CiTiboces.org)**