



# ADULT PROGRAMS

HANDBOOK

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## **Section 1 - Administrative Issues**

### **Mission Statement**

The mission of the Center for Instruction, Technology & Innovation (CiTi) is to deliver adult and continuing education programs and services to Central New York residents and employers in an atmosphere that fosters intellectual growth, pride in achievement, and opportunities for economic viability. CiTi strives to provide a caring and collaborative learning environment instilling a passion for life-long learning while developing job readiness skills in preparation for career pathways progression.

### **Vision Statement**

The Center for Instruction, Technology & Innovation will be a leader in educating and training adults by fostering career skill development and lifelong learning in collaboration with community partners leading to economically thriving communities.

### **Core Values**

We embrace innovation & creativity. We make student-based decisions with honesty, respect & integrity. We collaborate, focused on quality service, expertise & student success.

## **Educational Philosophy**

CiTi views education as a continuous process that promotes the ongoing growth and development of an individual. Our goal is to prepare graduates for successful careers and encourage a passion for life-long learning. 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. Each staff member shares responsibility for encouraging a student to achieve optimum development as a person and as a member of our society.

## **Accreditation**

CiTi is accredited by the Commission of the Council on Occupational Education. Accreditation was approved effective June 12, 2015. 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).

770-396-3898 or 800-917-2081



### **Guide/Ethical Processes**

1. Adherence to provisions of the Civil Rights Act and the Americans with Disabilities Act shall be strictly enforced.
2. The course catalog is available on the CiTi website and in the CiTi Office. It provides current information about admission requirements, cost of programs, curriculum objectives and registration procedures.
3. The student handbook and course catalog contain information regarding the refund policies of CiTi, applicable to students who withdraw within a reasonable period of time following admission in the program.
4. All instructional and clerical personnel with access to confidential information will respect the nature of that information.
5. Students facing dismissal shall be notified and given the opportunity to discuss reasons for this action with the faculty and an administrative representative, according to CiTi's due process procedure for student grievances.
6. No student shall be prohibited from graduating and applying for a licensing examination providing that all of the requirements of CiTi and all qualifications specified by the New York State Licensing Division are met.
7. The faculty shall endorse and teach ethical practices in keeping with their particular vocation.

### **CiTi Administration**

Mr. Christopher Todd – CiTi District Superintendent & Executive Officer  
 Roseann Bayne – CiTi Assistant Superintendent for Instruction  
 Elizabeth Rice – Health Occupations Coordinator  
 Amie Abold – CTE Coordinator

### **CiTi Board of Education**

John Shelmidine – President	
Donna Blake – Vice President	
Brian Haessig	Dave Cordone
Rob Southworth	Nicole Nadeau
Amy Shaw	Rob Southworth
Allison Douglas	
Melissa Allard – District Clerk to the Board	

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

CiTi 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. CiTi 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:

**Kristen Foland**

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

Inquiries may also be directed to:

**United States Department of Education's Office for Civil Rights**

32 Old Slip 26<sup>th</sup> floor, New York, NY 10005-2500  
Telephone: (646) 428-3800  
E-mail: [OCR.NewYork@ed.gov](mailto: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 policy. CiTi 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 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** A separate and distinct violation of CiTi 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 CiTi 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.

## **Reporting Procedures**

Any student who believes that he/she has been the victim of unlawful harassing conduct, sexual harassing conduct or retaliation by any other person, should report the incident to:

### **Roseann Bayne**

Assistant Superintendent for Instruction  
179 County Route 64, Mexico, NY 13114  
Telephone: (315) 963-4293  
E-mail: RBayne@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

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 upper administration or campus safety (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 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. If a fact-finding investigation is necessary, it will be launched immediately. All actions will 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.

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

## **Consequences**

Any 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 premises, CiTi events, etc.

## **Confidentiality**

CiTi 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.

## **Program Approvals**

Programs offered through CiTi are approved by the New York State Education Department, primarily the Adult Career and Continuing Education Services Department, as well as the State Education Department, Office of the Professions approves programs.

## **Program Certificates and Diplomas**

Adults in both Health Occupations and Trade programs will receive a Certificate of Completion upon meeting attendance and grade requirements. In addition, students completing the Practical Nursing program will receive a Practical Nursing diploma..

## **CiTi Locations**

CiTi is located at 179 County Route 64 Mexico, NY 13114. CiTi's Lifelong Learning Center is located at 104 Cayuga Street, Fulton, NY 13069. Office hours are from 8:30 a.m. – 4:30 p.m. Please call 315.963.4283 for an appointment.

## **Section 2 - Student Affairs**

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

### **Academic Misconduct**

Academic misconduct, which includes plagiarism, cheating, copying, altering records, intentionally deceiving or assisting another student in the aforementioned actions and insubordination when addressing an instructor or clinical/job shadowing site personnel, may result in immediate dismissal from the program. A conference with an administrator will be held as soon as possible if a student is found to have committed any of these actions.

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

Students are required to notify the CiTi office immediately upon changing their address, phone number, email or name during their training program.

### **Alcohol and Drug Use**

The faculty and administration of CiTi 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). CiTi does comply with the Drug-Free Schools Act. Alcohol, tobacco products, e-cigarettes (including vape), marijuana and illegal drugs are prohibited on CiTi property. CiTi has zero tolerance for the possession, use or distribution of drugs or alcohol. In all instances with the possession, use or distribution of drugs, law enforcement intervention will occur.

Class funds are not to be used to buy alcohol for picnics, barbecues, private parties or similar functions where the use of alcohol is unrestricted or would not comply with New York State laws.

### **Chemical Impairment**

The chemically impaired student is someone attending class or clinical/job shadowing rotation who is perceived to be under the influence of, or having abused, alcohol and/or drugs over-the-counter drugs, marijuana, illegal drugs, prescribed drugs, inhalants or synthetic designer drugs -- either separately or in combination. Abuse of these substance(s) includes episodic misuse or chronic use that produces psychological and/or physical symptoms such as:

- Odor of alcohol
- Drastic change in demeanor
- Unsteady or staggering gait
- Nausea, vomiting or sweating
- Rapid or slurred speech
- Inability to stay awake
- Dilated or pinpoint pupils
- Inability to follow directions
- Blood shot eyes
- Difficulty in calculation

- Fine motor tremors

The following actions will be taken when a CiTi official or his/her designee has a reasonable suspicion to believe that a student may be under the influence of alcohol, marijuana or other drugs while at class, lab, intern/externship or in clinical:

1. The student will be questioned about the suspicions by an instructor or administrator.
2. The student may, if appropriate, be tested, at CiTi's expense, by an Alco-sensor or other appropriate testing equipment; failure of the student to comply with such testing requirement will be deemed a positive result and appropriate consequences shall follow.
3. The student will be sent home at their own expense. The student will not be permitted to drive.
4. If the student is found to have been under the influence of alcohol, marijuana, or drugs, including, but not limited to over-the-counter, prescription and other legal and illegal substances.
  - (a) The student may be refused re-entry to the facility and
  - (b) The student's unprofessional conduct will be reviewed by an administrator for disciplinary action that includes possible termination from the program.

### **Confidentiality**

Students dealing with patient and/or client information must maintain strict confidentiality and adhere to all standards of the Health Insurance Portability and Accountability Act (HIPAA). Any information acquired about a patient, client or facility must not be shared. Disclosure is a cause for immediate termination. Students should be prepared to sign a confidentiality agreement with CiTi and at job shadowing clinical sites.

### **Disciplinary Policy and Due Process Procedures**

Students are expected to behave in a courteous, professional manner always. Any behavior deemed unprofessional by administration or the instructional staff is grounds for disciplinary action, including, but not limited to, actions at official clinical locations. Examples of unprofessional behavior may include but are not limited to the following: disruption of the learning process, cheating (academic misconduct), breach of confidentiality, damage or theft of property, critical safety violations, chemical impairment and insubordination.

Throughout the duration of the program, cumulative incidences of unprofessional behavior may be handled as follows:

1. First Incident -- verbal warning with a written notation in the student file
2. Second Incident -- formal written notification and placement on probation
3. Third Incident -- exited from the program

Not all incidents will receive the warnings above. Examples of unprofessional behavior that may warrant immediate termination include but are not limited to:

- academic misconduct
- being under the influence of drugs or alcohol while in class, lab or clinical

- unsafe practice/critical safety violations in class, lab or at an employment/clinical site
- disclosure of confidential information acquired about a patient, client or facility
- Not following posted school zone speed limits, both on campus (5 mph – 15 mph depending on location) and on County Route 64 (25 mph).

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.

Under our contractual agreements with outside agencies, a student may be refused access to any facility for any unprofessional or criminal behavior, misconduct or a failed or incomplete background check which may result in inability to complete clinical/job shadowing hours, leading to program termination.

Students involved in activities of a criminal nature in the school building or at a school function will be subject to dismissal. Students who are arrested and/or convicted of a crime may not be allowed to complete the program. In addition, students involved in criminal activities may be unable to obtain their license from their program even if they have graduated from the program and have passed their licensure exam.

Title IV Federal Financial Aid eligibility may be affected by convictions. For information please visit: <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>

## **Dress Code**

### **For Campus/Classroom**

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.

### **Dress Code for Trades Students during Shop and Internship Experiences**

1. Appropriate attire will be discussed during the first week of class.
2. Steel-toed boots are required.
3. Welding students should wear cotton or other flame-resistant clothing. No synthetic materials.

### **Dress Code, Grooming and Hygiene Rules for Health Occupations Students during Clinical and Lab Experiences**

According to contractual agreements between CiTi and internship or clinical experience sites or agencies for student observation, the agency may refuse access for educational purposes to its areas to any student who does not meet the agency's standards of conduct, appearance, safety or health.

*Failure to abide by the dress code during clinical may result in a student being sent*

*home and receiving a failure for the day. The day must then be made up at a cost before beginning the next phase of the program.*

1. School uniforms must be worn to and from clinical agencies, in clinical areas, during clinical conferences and on other specific occasions as designated by the faculty or administrator. They are to be kept clean and wrinkle free. Sizing for uniforms will occur early in the first phase of the program. Delivery of uniforms will be prior to clinical orientation.
2. Hair is to be clean, arranged neatly, secured away from the face and off the collar and the front of the uniform. Short, clean, neatly trimmed beards and mustaches are allowed. Hair should not be any unnatural color.
3. The uniforms for some programs are provided as part of the tuition. Students will be informed about uniforms during orientation.
4. Alterations of uniforms must allow for freedom of movement and be professionally acceptable.
5. CiTi name tags must be worn at all times.
6. Clean, closed-toe shoes must be worn (practical nursing must be white). Shoes and laces must be kept clean. Socks/stockings must be worn at all times. Leather shoes are preferred.
7. Shirts/turtlenecks worn under practical nurse uniform top should be solid color.
8. Bandages, scissors, watch with a second hand, stethoscope, note pad and pen are required for practical nursing students.
9. Appropriate light color undergarments must be worn with white uniforms. Females must wear bras.
10. Jewelry is not permitted except for wedding rings and small earrings. Large sized, hoop or dangling earrings, or any ear or other jewelry deemed unsafe to work in the clinical area must be removed. Non-traditional piercings (e.g. eyebrow, nose, lip or tongue) are to be covered or removed while in clinical area. Exceptions for religious or cultural reasons may be sought through the administration or faculty.
11. Fingernails are to be short and well groomed. Artificial nails and nail polish are not permitted due to infection control concerns.
12. Covering of tattoos if required by healthcare agencies utilized for clinical.
13. Personal hygiene and appearance must always be maintained. Daily bathing is expected, and good oral hygiene should be maintained. Make-up may be worn, sparingly. Antiperspirant should be used.
14. Specialty areas may require modification of the dress code.
15. Many patients suffer from allergies or respiratory illnesses. These allergies or illnesses may be worsened if the patient is exposed to someone with strong smells on their person. Students MUST therefore avoid wearing or having strong smells on their person including their clothes, hair, skin, etc. These odors can include but are not limited to perfumes, scented lotions, sprays, hair products, cigarettes/tobacco products, burned wood and strong odors. Failure to comply will result in the student being in violation of the dress code and could result in the student being sent home and receiving a failure for the day. This would require that the student make up the day at a cost. Due to the above, students are cautioned about smoking on the way to and during clinical.
16. Scrubs are required for clinical at all times (practical nursing, medical assisting)

17. Cleanliness is important as classmates are in close proximity (daily bathing, clean hair, oral hygiene, etc.)
18. Any student who does not conform to the dress code will be asked to leave until he/she is clean and attired appropriately.

### **Virtual Instruction**

Students need to be clothed (top and bottom); not driving (stationary); alone without children, friends, family, roommates or significant others behind them or on their lap; sitting in an acceptable position. No washing dishes, meal prep, or cell phones should be in use during class. Please reference the classroom rules posted on Google classroom and your student handbook on professionalism and etiquette.

You are required to attend virtual class in person. In order for attendance to count for the day, you must be visually seen on screen. No black screens with names.

You will need to have reliable access to the internet to complete most assignments remotely. Video and audio will need to be enabled during all remote meetings and you will need to be in an appropriate location, with appropriate attire (please reference dress code).

You will be required to be available to complete assignments during the scheduled class time that is remote.

You will be issued a school email address and most remote assignments will be assigned via a learning management system such as Google classroom, and/or Zoom. You will be expected to access all learning platforms as assigned each day and trained accordingly in access and usage.

If you have technology issues (power outage, unreliable internet, computer/laptop crash, etc.) on a remote learning day, it is critical that you are able to communicate with your instructor PRIOR to the start of class. You must document the issue and, if possible, complete alternate assignments as assigned by the instructor. Ongoing non-working technology occurrences will not be tolerated and can affect your attendance and academic performance.

### **Inappropriate Student Behaviors/Misconduct During Class and Clinical Experiences for Health Occupations Students**

*The following listed inappropriate student behaviors and misconduct during clinical experiences could lead to written warnings and/or possible termination.*

1. Violating patient confidentiality, HIPPA regulations, and/or the photocopying of any patient documents.
2. Inappropriate tone and volume of voice.
3. Not following the chain of command.
4. Discussing personal life with staff, residents or patients and their families.
5. No Identification Tag (ID), out of uniform.
6. Not performing skills or not following instructor directives promptly.
7. Falsely reporting to the instructor that the staff was consulted regarding patient care.

8. Unprofessional attitude.
9. Use of cell phones in clinical area.
10. The performance of invasive or sterile procedures without the instructor's supervision.
11. Unsafe patient care including performing a mechanical lift transfer without instructor.
12. Falsifying attendance hours in clinical or class.

**A student will be given a warning ONLY once for an unsafe action.**

### **Electronic Equipment**

Health Occupations: iPods, MP3 players, headphones, CD players, radios and other listening devices are prohibited in class, clinical or lab.

Trades: iPods, MP3 players, headphones, CD players, radios and other listening devices are allowed in the shop at the instructor's discretion. Anyone practicing unsafe behavior or failing to follow instruction will face disciplinary action.

All programs: Should a student need a particular listening device for learning purposes, they are asked to please bring this matter to their instructor's attention to obtain permission for their use. No smart watches or phones are allowed during test taking.

**Cameras, including cellphones with cameras, as well as other picture-taking devices are prohibited from the clinical/job shadowing setting at all times due to confidentiality concerns.**

This is not only a CiTi policy but is also a policy at all internship sites and will be strictly enforced. Taking a picture without permission may result in disciplinary and/or legal action.

### **Equipment**

All equipment used in the classroom and/or lab/shop must be returned to its proper place at the end of the class. If it is defective or in need of repair, please 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 may be the responsibility of the student.

### **Emergency Protocol**

In case of an emergency, students in class should follow the instructions for exit given by the instructor and displayed in each classroom. Several fire drills will be conducted throughout the year at the CiTi campuses. 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 and report your name and program to the CiTi staff member in charge. Further instructions will be given by the CiTi staff member in charge of that staging area. If a lockdown occurs and the lockdown alarms sound it is meant for you to remain in your classroom behind locked doors with all windows covered and for you to remain out of view. Further instructions will be given by your instructors.

### **Grievance Policy and Due Process Procedures**

In order to help ensure a high quality of services, CiTi 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 the complaint to the Health Occupations Coordinator or CTE Coordinator or higher-level administrator who 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 Instruction to discuss the grievance and seek a resolution at this level.
4. If no resolution is obtained at step four (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 will maintain a complaint file so that areas in need of improvement can be identified and strengthened.

### **Health / Illness / Injury Policies for All Health Occupations and Trades Programs**

Attending class or clinical while ill jeopardizes student, staff and patient health. Therefore, students are required to adhere to the following rules regarding attendance for either class or clinical/internship/externship days when ill:

1. Follow CDC guidelines for infection outbreaks.
2. Students who are sick should not report to class or clinical. The time will be counted as absent and clinical days missed due to illness must be made up at a cost to the student. Below outlines what we consider as sick. A student should not report to class or clinical if they have these symptoms or a doctor has advised them to stay home. A student must use their own judgment if they have other symptoms.
  - a. If you have an elevated temperature: Oral 100 or greater, Ear 100 or greater or rectal greater than 100.4. Remember you should be fever-free for 24 hours before returning to class.

- b. If you have a communicable disease/sickness (e.g.) strep throat, chicken pox, head lice, impetigo, bacterial pink eye, etc.).
  - c. If you have repeated vomiting and/or diarrhea related to illness.
  - d. If you have any type of draining, open wound that may be contagious.
- 3. It is the instructor's right to dismiss a student from class, lab or clinical practice if he/she suspects the student may have a contagious illness that is a risk to patients, staff or fellow students. If an instructor dismisses a student from a clinical day due to illness, the student may be required to make up that day, or the hours missed, at a cost.
- 4. **After an extended illness of three days or more, or following a pregnancy and childbirth, a note may be requested from a health care practitioner verifying that the student may return to school and clinical practice without restrictions.**
- 5. Health occupation students may be exposed to communicable disease. It is the student's responsibility to practice safe health habits. The student will be taught universal precautions.
- 6. An instructor may request that a student obtain medical care if it seems advisable.

### **Immunization Information**

*It is necessary that all immunizations be up to date prior to entering the program and be kept current throughout the duration of the program. Immunization information and forms will be provided in the application packet.*

For every day a student misses class or clinical because their immunizations are not up to date, the student will be marked absent and may incur fees for make-up time.

### **Infectious Disease Control**

Infectious Disease Control is an important part of any health occupation. The guidelines are dictated by the New York State Education Department and the New York State Department of Health per the following:

### **AMENDMENT OF SECTION 29.2 OF THE RULES OF THE BOARD OF REGENTS**

Pursuant to Sections 207, 6504, 6506, and 6509 of the Education Law:

- 1. Paragraph (13) of subdivision (a) of section 29.2 of the Rules of the Board of Regents was added, effective March 13, 1992. Unprofessional conduct shall also include "failing to use scientifically accepted infection prevention techniques appropriate to each profession for the cleaning and sterilization or disinfection of instruments, devices, materials and work surfaces, utilization of protective garb, use of covers for contamination-prone equipment and the handling of sharp instruments."

### **Injury**

If a student is injured on campus or during a clinical or work experience, he/she should notify the instructor immediately. For immediate need, students should be aware that rooms are equipped with basic first aid kits located in each classroom and lab area, and buildings have AED's (at CCC located on the wall across from the security office, and on the Mexico campus located :1. Stern Admin. Bldg. - 1 unit 2. C110 - 2 units 3. S330 - 1 unit 3. Library Bldg. (new IT) - 1 unit 4. Transportation Bldg. - 1 unit). For daytime classes, on campus, students can be referred to the school nurse. If unsure of the extent or emergency of the injury or for obvious serious injury, you or the instructor should call 911.

Following an injury, an incident or accident report must be filed within 24 hours and submitted to your instructor or the program Coordinator. Forms are available through your instructor or in the CiTi Office. Administration will follow up with all reported accidents and investigate as warranted. Suggestions on improvement to the handbook/safety are welcome.

## **Insurance**

CiTi 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 program:

- A Student Accident Report form must be completed and signed by the instructor and program administrator.
- The adult student should first submit all claims for medical expenses incurred through his/her own health insurance plan.
- If the student's personal health insurance does not cover 100 percent 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 CiTi 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 CiTi's Adult Student Accident Insurance Plan.

**The clinical or work experience agency is not financially responsible for student accidents or injuries.**

## **Precautions for Pregnant Students in the Health Occupations Program**

As students enter a Health Occupations program, they should be aware of the following issues that might arise during lab and clinical if they are pregnant or should become pregnant. Pregnant students are advised to tell their lab or clinical instructor of their pregnancy so that the following risks can be avoided:

1. Exposure to X-rays (students are often assigned to a day rotation in X-ray or may accompany their patients to X-ray)
2. A combative patient (getting kicked or injured)
3. Communicable Diseases: exposure to shingles, measles, chicken pox, TB, etc.
4. Certain medications should not be handled by women, let alone pregnant women (Thalidomide, proscar, chemo, etc.)
5. Heavy lifting (transferring or pulling patients up in bed) could be a concern unless the student is specifically cleared by their obstetrician

## **Libraries**

To promote student learning, library/media resources are maintained for each of CiTi's programs. These resources are available for student use. Students are responsible for appropriate use of these resources and for returning borrowed materials in a timely manner.

## **Legal Aspects for Nursing**

The Office of Professions of the New York State Education Department provides licensure and oversight for Practical Nursing and Nurse Aide in the areas of professional conduct and ethical practice. Please also see: State Board Licensure for PNs - Character Questions

## **Lunches**

If a student chooses to leave campus for lunch or break time, they must *first sign out* on the attendance sheet and then must *sign in* on the attendance sheet when they return to the classroom.

## **Parking**

For classes on CiTi's Mexico campus, parking is permitted only in the designated student parking area. To obtain a student parking permit, paperwork must be filled out and returned to your instructor or the CiTi Office. Your permit should be displayed so that it is visible. Parking permits are not required at this time. While at a clinical/job shadowing site, students must follow the internship site's rules and regulations for parking.

## **Personal Property**

Personal property brought in to CiTi for repair or for a personal project will be at the owner's personal risk. CiTi is not responsible for damage or replacement.

## **Pets**

Pets are not permitted on CiTi property at any time.

## **Restrooms**

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

## **Security**

CiTi makes every effort to maintain a safe environment for everyone on campus. On CiTi's Mexico campus, visitors sign in at the single point of entry during business hours. As an aid to campus security, all students and staff are issued and must wear a CiTi photo ID badge. Visitors and students are to enter and exit the main building only through the front entrance at all times. Each classroom has a map of exit routes to be used in the event of an emergency.

If a student is a victim and/or a witness to a crime (e.g., theft, rape, sexual or abuse/harassment) it is their responsibility to inform their instructor or program administrator or campus security, who will then inform the proper authorities.

## **Smoking Regulations**

CiTi are tobacco-free campuses. Tobacco of any kind is prohibited anywhere on campus property. Students wishing to smoke must leave campus. Consequences of violating the

non-smoking policy are listed in the Code of Conduct per campus. Smoking at clinical/job shadowing or internship/externship sites is dependent on the regulations, rules or policies at these sites. Students are required to follow these site rules. Failure to follow these rules will result in a student failing clinical, internship/externship for the day. Please note that Oswego Hospital, Oswego Mental Health, St. Luke Residential Care, Morningstar Residential Care and Seneca Manor are now smoke-free. Smoking is prohibited on these facilities' grounds; this also includes smoking in your car when parked on their property.

### **Snow Day/Inclement Weather Policies**

The closing of school due to weather is an administrative decision. Announcements are generally made on Oswego County and Onondaga County radio and TV stations between 6:00-7:30 a.m. (and 2:00-4:00 p.m. for evening programs). Information regarding closings is also posted on the CiTi website.

**For days that theory/lecture/lab classes are scheduled:** the following snow day/inclement weather rules will be observed: The adult programs being held on the CiTi campus will close when CiTi closes. If school is delayed, you should report according to that announcement. Please use 8 a.m. as the reference point as that is the opening time for CiTi, (e.g. if school is delayed one hour, report at 9 a.m.); if there is a two-hour delay, report at 10 a.m.

**For days that job shadowing/internships are scheduled:** the following inclement weather/snow day rules will be observed:

#### **Closing:**

1. When CiTi is **closed before 6 a.m. or there is a weather/snow emergency, internships will be canceled** and will need to be rescheduled at a later date at no additional cost to the student.
2. The director or coordinator will notify the instructors that clinical will be canceled and the student phone tree will be started.
3. Instructors will notify the job shadowing/clinical site to which they are assigned of our closing and that CiTi students will not be in attendance that day. They will also ask the internship site to send home any student who may arrive.

#### **Delays:**

1. Even if CiTi is **delayed** one or two hours, job shadowing/clinicals **will not be delayed** and will continue as planned since most staff and students will have already arrived or will be in route. Instructors are expected to be on time for job shadowing/clinicals.
2. If students expect to arrive late, **they are to notify their instructor that they will be late**. As students arrive, they will be incorporated into clinical/job shadowing duties and not be penalized for arriving late. If students are at the job shadowing/clinical site before the instructor arrives, they should stay and wait for the instructor. See Section 3 on Attendance.
3. If the **delay turns into a closing**, the instructor will continue with the job shadowing/clinicals with the students who have arrived and those students will earn credit for the day. Students who do not make it to the job shadowing/clinical because of the closing will need to reschedule with instructors.
4. The instructor will watch the weather closely and if necessary, may send the students home early once administrative approval is obtained.

### **Attendance on Days When Closed or Delayed:**

If CiTi is closed and job shadowing/clinical has to be canceled, the job shadowing/clinical day will be rescheduled.

### **State Board Licensure for PNs - Character Questions**

At the completion of your training, Practical Nursing students will be asked to complete an application for licensure that includes a list of character questions. To assist you in completion of the application, the following character questions are provided for consideration:

1. Have you ever been found guilty after trial, or pleaded guilty, no contest or nolo contendere to a crime (felony or misdemeanor) in any court?
2. Are criminal charges pending against you in any court?
3. Has any licensing or disciplinary authority refused to issue you a license; or ever revoked, annulled, canceled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now, or previously; or ever fined, censured, reprimanded or otherwise disciplined you?
4. Are any charges pending against you in any jurisdiction for any sort of professional misconduct?
5. Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges; or have you ever voluntarily resigned or withdrawn from employment or privileges; or have you ever voluntarily or involuntarily resigned or withdrawn from association to avoid imposition of such measures?

If you answer "YES" to any of these questions, you will be required to submit a complete written explanation with copies of court records. You should contact the state to see how this may affect your licensure.

Once enrolled, professional conduct, as defined by the Office of Professions, is expected at all times both in school and outside of school. Unprofessional behavior will be addressed based on the Code of Conduct per campus and the regulations of the Office of the Professions.

### **Student Elected Officers**

Student elections will take place within the first two months of classes for each program that exceeds 400 hours. Class officer duties will include assisting with graduation plans, fire drills and the implementation of the phone tree in emergencies.

### **Student Records and Rights under FERPA**

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the educational records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records. The FERPA policy can be accessed on our website, CiTiBOCES.org > Student Programs & Services > Adult Offerings > About Us > Policies > FERPA.

### **Telephone Use**

A telephone for student emergency use is located in CiTi offices. 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 job shadowing/clinical sites. *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 OCO or visiting their websites. Students in need of transportation should meet with the Workforce Liaison for other options available.

### **Visitors**

Visitors are not permitted at any time at off-sites or in the classroom. If the student must be contacted while either at class or job shadowing/clinical, the instructor will receive the message from the CiTi Office 315-963-4283 and relay it to the student. Children are not permitted to visit students or to be brought with students to class.

## Section 3 - Attendance

It is the responsibility of each student to understand the attendance policy and related procedures. Class and clinical/internship/externship attendance promote achievement and are mandatory. The program objectives relate to the acquisition and development of certain knowledge, understanding, attitudes and work habits, all of which require attendance. Time missed will be deducted from total hours regardless of make-up.

### **Practical Nursing**

#### **Program Hours**

The *1200-hour Practical Nursing program* is divided into two phases. Students must meet the attendance criteria as outlined below to be eligible for Title IV aid. Students may not miss more than 60 hours of classroom time or they may be subject to termination.

#### **Phase 1 PN Program**

Students can miss up to two days of clinical but must make up each day at a cost (\$250/day); if a student misses two days they will be terminated. After a student misses one day they must meet with their clinical instructor to schedule a make-up day.

**All missed clinical days must be made up to meet clinical attendance requirements. This shall be done prior to the start of the next clinical rotation.**

#### **Phase 2 PN Program**

Students can miss up to two days of clinical but must make up each day at a cost (\$250/day); if a student misses three days they will be terminated. After a student misses one day they must meet with their Clinical Instructor to schedule a make-up day.

**All missed clinical days must be made up in order to meet clinical attendance requirements. This shall be done prior to graduation.**

#### **Additional Attendance Rules for Class/Lecture Days:**

- A. Each student must notify the Health Occupations Coordinator at 315-963-4283 when they will be late or absent from class prior to the start of class. This includes calling in during inclement weather days.
- B. A student who does not call in prior to the start of class and does not "show" up for class (no call/no show) will receive a failure for the day. The failure is based on the student's lack of demonstrating proper communication skills and sense of responsibility. A failure for the day due to a "no call/no show" means that the student cannot make up quizzes scheduled for that day and a grade of "0" will be received for homework due that day. **Final Exams** - It is expected that all students will be in attendance for final exams. If a student is absent on the day of a final exam, they must appeal for a make-up exam and meet with the PN lead instructor or coordinator. Extreme extenuating circumstances will have to be documented. Appeals will not automatically be granted. If the appeal is denied, the student will receive a "0" for the final exam grade.
- C. A student arriving late to classes should report to the classroom and sign in. They will be given a late slip that is their pass into class.
- D. Students who have not called to notify their teacher that they will be late prior to the start of class will not be allowed to take any exam or quiz that is administered prior to their arrival and will receive a "0" for that exam or quiz.
- E. **Time missed due to arriving late, leaving early or absenteeism is recorded in minutes, hours, days.** Time absent is recorded in 15-minute intervals. Therefore, if a

student arrives for class 5 minutes late, it is recorded as 15 minutes late. If a student is 20 minutes late, it is recorded as 30 minutes late. Students found to be dishonest in recording arrival and departure times will receive an academic misconduct warning. Three academic misconduct warning can result in termination from the program.

### **Additional Attendance Rules for Clinical Days:**

- A.** The student must notify the Health Occupations Coordinator at 315-963-4283 when they will be late or absent from clinical prior to the start of clinical. They must also notify the clinical instructor and the clinical site. The instructors will provide phone numbers. This includes calling in during inclement weather days. If no one answers at the CiTi Office, student must leave a message.
- B.** A student who does not call in prior to the start of clinical and does not show up for clinical (no call/no show) will receive a failure for the day. The failure is based on a student's lack of demonstrating proper communication skills and sense of responsibility. A failure for the day means that a student will receive a "0" for their clinical performance on that day. The time, however, must be made up during the clinical make-up days at a cost to the student. Both grades (the "0" and the makeup day clinical grade) will be averaged into the student's clinical grade.
- C.** Two "no call-no shows" during a clinical phase will lead to termination from the program due to failure in clinical.
- D.** A student may be terminated after they fail two clinical days.
- E.** A student attending clinical should expect to arrive 15 minutes prior to the start of clinical so they can hang up coats, put on shoes, store their personal items, etc. Students will be given their assignment at the beginning of their shift. Students should expect to be in attendance at their clinical assignment for the whole shift.
- F.** A student arriving more than 15 minutes late for clinical will be sent home and counted as absent. The clinical day will have to be made up at a cost of \$400/make-up session. However, some flexibility will be allowed during inclement weather. Students are required to call their instructors prior to the start of clinical when they know or anticipate that they will be more than 15 minutes late in order to earn that flexibility during bad weather.
- G.** Each student must notify the Health Occupations Coordinator when they will be late or absent from lab prior to the start of lab. Learning and mastering lab skills are an integral part of patient safety. Students must be able to demonstrate competence in nursing lab skills before they will be allowed to perform these skills in the clinical environment.  
**Thus, each lab day a student misses, must be made up at a cost of \$150/3.5 hour block of make-up time.** The student must meet with the lab instructor to schedule the make-up day. Time missed will be deducted from total hours regardless of make-up.

### **Home Health Aide**

#### **Program Hours**

The 115-hour program has 49 hours scheduled for classroom, 36 hours scheduled for lab, and 30 hours scheduled for clinical. Students may not miss more than 7 classroom hours or they may be subject to termination. No clinical hours may be missed. Clinical make-up hours maybe available at the discretion of program coordinator and the clinical site. Students requiring make-up clinical sessions will be billed at a rate of \$400.00/ 4 hour block of make-up time.

## **Medical Assisting**

### **Program Hours**

The 730-hour program has 570 hours scheduled for classroom and 160 hours scheduled for clinical. Students may not miss more than 50 hours or they may be subject to termination.

Externship days are not included in the above percentage and have their restrictions in terms of actual hours missed. Students may miss eight hours without making them up. If more than eight hours are missed, a student is required to make those hours up. If they are able to make those hours up within the four-week time period scheduled for externship, there is no additional cost. However, if the hours are made up past the allotted time frame, the student must make up the hours at a cost (\$250 per eight-hour day). Externship hours must be made up prior to graduation ceremony to receive a certificate of program completion. Students are not allowed to complete externship hours at sites where relatives are employed.

### **Additional Attendance Rules for Class/Lecture Days:**

Each student must notify the instructor by text or phone call when they will be late or absent from class prior to the start of class. This includes calling in during inclement weather days.

### **Additional Attendance Rules for Externship Days:**

Students must notify their Externship site and their instructor when they will be late or absent prior to the start time. This includes calling in during inclement weather days. The Instructor will provide phone numbers for the Externship sites.

**The program hours used in the absentee calculation for Medical Assisting students will be the hours the student is scheduled to attend/complete for any phase of the program.**

## **Attendance Policy**

- A. Each student must notify the CiTi Office at 315-963-4283 when they will be late or absent from class prior to the start of class. This includes calling in during inclement weather days. Students must leave a message if they are unable to reach the office staff.
- B. It is the responsibility of the student to notify the CiTi Office, the clinical/externship instructor and clinical/externship site prior to the reporting time when they will be late or absent from class or clinical/externship. Phone numbers will be provided by the instructors.
- C. Failure to personally notify a clinical/externship instructor of your absence or tardiness can result in a denial to return to the clinical/externship area.
- D. A student attending clinical/externship is expected to arrive on time and be in attendance the whole shift assignment. A student should plan on arriving at least 15 minutes early since assignments are often given at the beginning of the shift.
- E. Nurse Assisting arriving more than one-half hour late for clinical will be sent home and counted as absent. The clinical day will have to be made up at a cost. However, some flexibility will be allowed during inclement weather. Students are required to call their instructors, clinical site and the CiTi office prior to the start of clinical when they know or anticipate that they will be more than one-half hour late to earn that flexibility during bad weather.

- F. It is expected that the student will attend their externship whether CiTi is canceled or delayed due to inclement weather/snow day unless a snow or weather emergency is declared or the clinical/externship site is closed. If the student chooses not to attend their externship on that day, it must be made up. Nurse Assisting students will need to make up that day at a cost.
- G. Time missed due to arriving late, leaving early or absenteeism is recorded in minutes, hours, days. Time absent is recorded in 15-minute intervals. Therefore, if a student arrives for class five minutes late, it is recorded as 15 minutes late. If a student is 20 minutes late, it is recorded as 30 minutes late.
- H. If a student fails to make up clinical time missed prior to graduation, the opportunity to have completed the course is forfeited, and the student is considered to have failed the program due to lack of attendance. In rare instances, students with extreme hardship may be granted an incomplete and be permitted to make up the clinical time after graduation or with the following class.

## **Phlebotomy**

### **Program Hours**

The 88-hour program has 48 hours scheduled for classroom, 40 hours scheduled for externship. Students may not miss more than 4 classroom hours or they may be subject to termination. No externship hours may be missed.

## **Entry-Level Driver Training: CDL A, B**

### **CDL-A Program**

**Classroom:** A student may not miss more than 6 hours without having to make them up; a student cannot miss more than 6 hours, or they may be terminated.

**Behind the Wheel:** Students must complete a minimum of 32 hours of driving before CiTi will authorize a road test. Students may schedule up to 48 hours with an instructor during the behind the wheel portion of the program.

Students should provide notice of cancellation/reschedule no less than 2 business days prior to appointment in question. Late notice may result in a deduction of scheduled appointment time from student's available balance of behind the wheel time.

After two cancellations/reschedules, cancelled/rescheduled behind the wheel appointments will be deducted from the students' available balance of hours. If a student requires additional time with an instructor, time must be scheduled at a cost of \$600 per 4 hours. Any additional time purchases must be first approved by the coordinator's office. Behind the wheel time must be completed within your enrollment agreement time frame. Exceptions need Coordinator or Director approval.

### **CDL-B Program**

**Classroom:** A student may not miss more than 6 hours without having to make them up; a student cannot miss more than 6 hours, or they may be terminated.

**Behind the Wheel:** Students must complete a minimum of 32 hours of driving before CiTi will authorize a road test. Students may schedule up to 48 hours with an instructor during the behind the wheel portion of the program.

Students should provide notice of cancellation/reschedule no less than 2 business days prior to appointment in question. Late notice may result in a deduction of scheduled appointment time from student's available balance of behind the wheel time.

After two cancellations/reschedules, cancelled/rescheduled behind the wheel appointments will be deducted from the students' available balance of hours. If a student requires additional time with an instructor, time must be scheduled at a cost of \$600 per 4 hours. Any additional time purchases must be first approved by the coordinator's office. Behind the wheel time must be completed within your enrollment agreement time frame. Exceptions need Coordinator or Director approval.

### **HEMO 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 equipment time that a student misses must be rescheduled with approval of the CiTi office. There may be a cost. Driving time must be completed within your enrollment agreement time frame. Exceptions would need upper administration approval.

### **Welding**

#### **Program Hours**

The Welding Program is 332-hours. A student can miss no more than 32 hours of instruction. A student missing more than 32 hours may be terminated from the program.

### **Jury Duty**

If a student is summoned for jury duty, they are encouraged to contact the number provided 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 work must be made up. However, if this absence for jury duty occurs during clinical, the time must be made up to meet minimum clinical attendance requirements but at no further cost. The student will also be responsible for all missed class work before the end of the phase.

### **Attendance Sheets**

Students must sign both *in and out* of class/lecture and clinical on attendance sheets provided by their instructor. Students sign in prior to the start of class or clinical and sign out when leaving campus or leaving class/lecture or clinical or job shadowing at the end of the scheduled day. (See Section 2, Lunches, in this Handbook)

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 immediate termination. Signing in or out for anyone other than yourself is considered falsifying a legal document.

### **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, but at no further cost.

## **Section 4 – Grades**

### **Academic Counseling**

Academic progress is monitored throughout the program by faculty. Grade reports are also given to students to help them monitor their progress. Students noted to have failing grades during any class within the program will be placed on academic probation.

Satisfactory Academic Progress Reports are also required at the halfway point of each course. Academic counseling may be conducted through 1) periodic evaluation sessions with the instructors, 2) appointments with faculty advisers, or 3) scheduled appointments with the coordinator when a student is found to be failing in any class.

A student *will* be terminated, regardless of probation status, if she/he receives a final failing grade for any class.

### **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 without permission from the director.
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 percent 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.

### **Tutorial Assistance**

Tutorial assistance will be available on an as-needed basis during faculty office hours. Students should meet with the lead instruction or their faculty adviser to work out arrangements. Computer use is available during office hours at each institution.

### **Transfer Policies**

Internal transfer of credit: CiTi's programs each have a specific curriculum designed to ready the student to become an integral part of the work force. The specificity of these individual curricula will not allow transfer of credit from one program to another.

### **Transfer of external credit**

Transfer of credit from another institution to a CiTi program is not allowable.

### **Transfer credit Policies for Students Coming into the Practical Nursing Program from an Accredited RN program**

Transfer credits are no longer accepted. Program curriculum and hours vary in each nursing program, therefore transfer of credit is prohibited.

**Returning Students**

Students who were previously unsuccessful or terminated may be allowed to return to the program once and if space allows. Returning students are not guaranteed a position in the following year's program. Students must submit a letter to the Health Occupation Coordinator or CTE Trades Coordinator detailing why they were unsuccessful as well as an action plan going forward outlining how they will be successful in the program.

**Financial Aid**

Students may not qualify for financial aid if they previously utilized financial aid. Students will be required to pay full tuition. Students must start at the beginning of the program and not at the point in the program they were unsuccessful.

**General Grading Policies**

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 Health Occupations Coordinator or CTE Coordinator, 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 coordinator will decide 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 at school during the appeal process will not count and the student will be terminated.

**Satisfactory Academic Progress and Grading Policies for Practical Nursing Students**

**Students must maintain a final average of 75 percent in order to pass each unit course and obtain an overall final average of 80 percent to pass each phase of study. The passing grade for the drug dosage exam is 100%. Each student must pass the drug dosage exam, but may have three opportunities to retake it. A different version will be given each time. If a student fails the drug dosage exam, they will not be allowed to continue on to Phase II.**

Students who maintain satisfactory academic progress and meet the attendance criteria are eligible to receive their disbursement of financial aid. If the student is not maintaining satisfactory academic progress or does not meet attendance rules, the student will be placed on probation and financial aid is withheld during this period of time. During the probationary period, the student is given the opportunity to correct the academic or attendance issues.

To move on to Phase II of the PN program, a student must have successfully completed all units of study & clinical in Phase I.

### **Additional Theory Grading Policies**

1. The student is responsible for handing all assignments in on time, as directed by the instructor. Late assignments will be accepted with a penalty. If an assignment is late, a penalty of five (5) points per day will be subtracted from the grade. Anything later than five classroom/clinical days will receive a zero
2. If the student is absent, exams and quizzes must be made up within one (1) day of returning to class. If a student fails to take the exam(s) within one (1) day of returning to class, the exam will be graded as a zero. Students are responsible to arrange for the exam make up. Exams cannot be made up if the student is a "no call/no show" on the day of the exam. The student is responsible for acquiring any notes, handouts or information missed due to loss of class time. Late exams or quizzes will have a penalty of five (5) points subtracted from grade.
3. Final Exams – It is expected that all students will be in attendance for final exams. If a student is absent on the day of a final exam, they must appeal for a make-up exam and meet with the Director. Extreme extenuating circumstances will have to be documented. Appeals will not just be granted. If the appeal is denied, then the student will receive a zero for the final exam grade.

### **Clinical Evaluation Policy**

Clinicals are graded on a pass/fail basis and are recorded as such on the student's transcript. To receive a pass, a student must maintain an 80 percent average based on scoring of the Clinical Skills Evaluation Book, process guides, site evaluations/clinical observations.

***Please note: unsafe practice will require additional review. After an investigation of the circumstances, a failure due to unsafe practice may lead to termination.***

### **Satisfactory Academic Progress and Grading Policies for Medical Assisting Students**

A student in the **Medical Assisting** program must pass all courses with a 75 percent average and overall GPA of 80% at the end of classroom hours to go into externship, complete the program, receive a certificate of completion and take the certification exam.

### **Theory Grading**

1. Students must maintain an 80% average at the end of each month, with at least an overall average of 80% at the end of class to be able to attend externship and successfully complete the program. At the end of each month should you not have an 80% average or above, a written warning will be issued. Upon receiving your third warning, you will be terminated from the program. A Medical Assisting student must have a 75% percent in each separate grading category at the end of taking finals in those categories, to go onto externship and to successfully complete the program and sit for the national registered Certified Medical Assistant exam. The student must maintain satisfactory progress in terms of grades and attendance to continue to be eligible for any source of funding.
2. The student is responsible to hand all assignments in on time, as directed by the instructor. Late assignments will be accepted with a penalty. If an assignment is

late, a penalty of five (5) points per day will be subtracted from the grade. Anything later than five classroom/clinical days will receive a zero. However, students who are absent from class and have called in prior to the start of class as directed (see Section 3 Attendance) will not have points deducted if their assignment is turned in on the first day they return to school. If the assignment is not turned in on the first day that the student returns to school, points will be deducted as outlined above starting from the day the student returns to class.

3. If a student is absent and has notified the instructor by the start of class, quizzes and exams must be made up within one (1) day after returning to class. If a student fails to take the exams within one (1) day of returning to class, the quizzes and exams will be graded as a zero. The student is responsible for acquiring any notes, handouts or information missed due to loss of class time.
4. Final Exams – It is expected that everyone be in attendance for final exams. If you are absent or late the day of a final exam you will receive a 0% for the grade. Should there be extreme extenuating circumstances for the student being late and or absent, and the student has documentation stating so, the instructor has the right to decide if the student is allowed to take the exam. If the student does not call in and inform the instructor by start of class time of being absent or late, there will be no makeup exam.
5. Numeric grades will be given for each unit of study.

### **Externship Evaluation**

Externships are graded on a pass/fail basis and are recorded as such on the student's transcript. To receive a pass, the student must meet the attendance requirements for their externship assignments. An externship site refusal to let a student return to a facility may result in termination.

***Unsafe practice will require additional review. After an investigation of the circumstances, a failure due to unsafe practice may lead to termination.***  
**Satisfactory Academic Progress/Grading Policies for Nurse Assisting**

A student must pass the theory class with an 80 percent to go on to clinical. An overall 80 percent must be maintained to complete the program and receive a certificate of completion.

### **Theory Grading**

1. The student is responsible for handing all assignments in on time, as directed by the instructor. Late assignments will be accepted with a penalty. If an assignment is late, a penalty of five (5) points per day will be subtracted from the grade. Anything later than five classroom/clinical days will receive a zero. However, students who are absent from class and have called in prior to the start of class as directed (see Section 3 Attendance) will not have points deducted if their assignment is turned in on the first day they return to school. If the assignment is not turned in on the first day that the student returns to school, points will be deducted as outlined above starting from the day the student returns to class.
2. If a student is absent, quizzes and exams must be made up within two (2) days after returning to class. If a student fails to take the exams within two (2) days of returning to class, the quizzes and exams will be graded as a zero. The student is responsible for acquiring any notes, handouts or information missed due loss

of class time. Exams cannot be made up if the student is a "no call/ no show" on the day of the exam.

3. Final Exams - It is expected that all students will be in attendance for the final exam. If a student is absent on the day of a final exam, they must appeal for a make-up exam and meet with the Health Occupations coordinator or director. Extreme extenuating circumstances will have to be documented. Appeals will not just be granted. If the appeal is denied, then you will receive a zero for the final exam grade.
4. Numeric grades will be given for each unit of study.

### **Clinical Evaluation Policy**

A student will be graded on a pass/fail scale based on the scoring of the Clinical Skills Evaluation Booklet which also includes professionalism skills. Attendance requirements for clinical assignments must also be met to pass. This grading will be further explained prior to students attending clinical.

### **Satisfactory Academic Progress and Grading Policies for Trades 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 = 75% or above in all classes.**

**F – Fail = Below 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.

***Unsafe practice will require additional review. After an investigation of the circumstances, a failure due to unsafe practice may lead to termination.***

### **Satisfactory Academic Progress and Grading Policies for Entry-Level Driver Training Students**

#### **Theory Grading**

Each unit of study will have a quiz that must be completed and passed with a score of 80% or above. **You will not be eligible for road test until all quizzes are completed and have a minimum score of 80%.**

## **Section 5 - Preparing for Graduation**

### **Graduation, Pinning and Recognition Ceremonies for Practical Nursing Students**

1. Graduation, pinning and recognition ceremonies are held as celebrations of the milestones of the student's school year.
2. The graduation fee covers the diploma case, invitations, one copy of an unofficial transcript, pictures, graduation cap and graduation pin for Practical Nursing students.
3. The CiTi Office distributes invitations prior to graduation. The number of invitations printed is limited; however, invitations are not required for admittance to the ceremony.
4. For graduation, PN students will wear a well-fitting, all-white graduation uniform. As part of the ceremonial uniform for graduation, female students must wear caps. The CiTi Office will distribute caps prior to graduation.
5. Clean **white** shoes must be worn as part of the graduation or pinning/recognition uniform.
6. If a student does not attend the graduation ceremony, the diploma or certificate can be mailed to them following graduation.

### **Graduation Ceremonies for Medical Assisting**

1. Graduation ceremonies will be held after both groups complete their class and clinical requirements.
2. The CiTi Office distributes invitations prior to graduation. The number of invitations printed is limited; however, invitations are not required for admittance to the ceremony.
3. Students will wear dress clothes for graduation.
4. If a student does not attend the graduation ceremony, the diploma or certificate can be mailed to them following graduation.

### **Financial Aid and Exit Interviews**

Students who accepted Federal Student Loans must participate in an online exit interview prior to graduation to participate in the graduation ceremony and receive their diploma

### **National Technical Honor Society (NTHS)**

The CiTi Office participates in the National Technical Honor Society.

#### **Objectives are to:**

- Promote service, leadership, honesty, career development and skilled workmanship
- Encourage and assist student education and career goal setting

- Promote the image of vocational-technical education in America
- Reward student achievement

#### Qualifications of Candidate:

- Desire to pursue a career in a vocational field of study
- Dependable, trustworthy, responsible, safety-conscious and takes pride in work
- Exhibits good attitude and leadership
- Cumulative grade point average of 90 percent or above in his/her CiTi adult program
- Attendance record of 95 percent or more of the program hours are required

#### Process:

- CiTi's Adult Educators will submit a NTHS Candidate Instructor Nomination form for each student to be considered according to the nomination schedule designated for each individual program
- The nomination applications will be reviewed to ensure each candidate meets attendance and CiTi grade point average requirements
- CiTi Administration will review nomination applications to make the final selection
- The NTHS adviser will make final arrangements with the national office
- Inductees' certificates, membership cards and pins will be presented at graduation

#### Membership Awards & Privileges:

- Certificate of Membership
- Membership card and pin
- Silver seal for his/her diploma
- NTHS newsletter
- Three (3) letters written by the national office on the member's behalf when making application for employment or continuing education
- National recognition for achievement in vocational-technical education
- Visibility of student's successful achievement by local business and industry persons

### **Physicals and Immunizations**

The first copy of your physical and immunizations will be provided free of charge. Additional copies may be obtained upon written request to the CiTi Office. A fee of \$10 will be charged for the additional forms, which will take five to seven working days to process.

Please note that records of physicals and immunizations are kept in the CiTi Office no longer than two (2) years.

### **Placement Services**

Placement services through CiTi programs consist of the following:

1. Within each program curriculum, time is spent on work-based learning (e.g., job shadowing/clinical experiences), career awareness and job readiness, (e.g., resume preparation and mock interviews)
2. A job postings board
3. Computer access to the Department of Labor JOB LINK job listings

4. Tracking of placement by the Instructors, Case Manager, Adult Education Specialist and assisting those needing placement by making appropriate referrals

### **Official Transcripts**

A \$10 fee will be assessed for the release of each official transcript. Processing of transcripts will take five to 10 working days. It is CiTi's policy to not release any paperwork to any student who either owes money to CiTi or is in default of a student loan.

## **Section 6 - Financial Aid**

### **Tuition and Fees**

The program costs are available upon request and are included in the current program admissions packet that can be obtained by calling 315-963-4283 or by visiting the CiTi website.

### **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, 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.

Students are encouraged to review the possible 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. Some sources of funding require three or more weeks of lead time, so it is important to apply as soon as possible to have the best chance at securing funding. 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 315-963.4438**.

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 circumstances, may be issued at the discretion of the director.

### **Financial Responsibility**

By signing the enrollment agreement, a student is committing to all the requirements listed in the agreement, including meeting all financial obligations or they cannot participate in final assessment. 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 teacher 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 Advisor if they are

experiencing financial difficulties while in the program.

## **Financial Aid Sources**

Financial assistance availability changes yearly. Students should contact the Financial Aid advisor for up-to-date information and investigate options on their own as well. 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.

## **Financial Aid Options**

- Pell Grants (Not available for NA/Welding/CDL/HEMO/Auto)
- Stafford Student Loans (Not available for NA/Welding/CDL/HEMO/Auto)
- Parent Loans (PLUS) (Not available for NA/Welding/CDL/HEMO/Auto)
- County Departments of Employment and Training
- ACCES-VR Grants
- Department of Veterans Affairs
- AmeriCorps Awards
- Private Agencies, such as Nursing Homes
- Bureau of Indian Affairs
- Private Student Loans
- Payment Plans
- Vietnam Veteran or Persian Gulf Veteran Tuition Award
- 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 typically capped at \$4,000; amounts in other counties vary. The application process is rigorous, requiring motivation and 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 1800-827-1000 or [www.gibill.va.gov](http://www.gibill.va.gov). G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

### **ACCES-VR Grants**

Financial assistance through the Adult Career and Continuing Education Services –

Vocational Rehabilitation (ACCES-VR) Office. ACCES-VR provides vocational counseling and rehabilitation services that result in successful employment outcomes for individuals with disabilities and their employers. Contact 1-800-782-6164. Applies to most programs.

## **Pell Grants**

**ONLY STUDENTS IN THE PRACTICAL NURSING AND MEDICAL ASSISTING ARE ELIGIBLE TO APPLY FOR FEDERAL PELL GRANTS.** Pell Grants are based on individual need as determined by the United States Department of Education, based on an annual congressionally-approved formula, which is applied consistently to all applicants. The formula uses the information provided on a Free Application for Federal Student Aid (FAFSA) financial aid form. The total cost of attending the program, for full-time enrollment status, will determine the actual amount of a Pell Grant. Pell Grants must be applied for each academic year. Students attending within one academic year (July through June) submit one application. Students attending over more than one academic year (January through December) submit two applications. There is no repayment required for a Pell Grant unless a student drops from the program and has been overpaid. Students may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Electronic signatures with which to sign the online application may be obtained at [www.pin.ed.gov](http://www.pin.ed.gov). **The school code is 012783 (Oswego County BOCES Adult Careers Center).**

## **Federal Stafford Student Loans/Parent Loans**

**ONLY STUDENTS IN THE PRACTICAL NURSING AND MEDICAL ASSISTING ARE ELIGIBLE FOR FEDERAL STUDENT LOANS.** CiTi participates in the Subsidized Stafford, Unsubsidized Stafford and Parent Loans for Undergraduate Students (PLUS) programs. The school and the U.S. Department of Education, in compliance with Title IV regulations, determine eligibility. A student must be enrolled in at least one-half of the full-time program hours to be eligible for the loans. A student must complete a FAFSA and receive a valid Institutional Student Informational Record (ISIR) that establishes Pell Grant eligibility before applying for a loan. Maximum amounts per year are \$5,500 for dependent students and \$9,500 for independent students. Through a PLUS loan, parents may borrow up to the cost of attendance less other financial aid for dependent students. Students/parents may apply for loans prior to enrollment or any time throughout the program. Students and/or parents who are interested in loans must sign a master promissory note online at [www.studentloans.gov](http://www.studentloans.gov). Loan proceeds are disbursed twice per program. Students must also complete Entrance and Exit Counseling requirement on [www.studentloans.gov](http://www.studentloans.gov)

## **Payment Plans**

With the approval of the Workforce Liaison or Financial Aid Advisor, students may enter into a payment plan via a Payment Contract. The contract evenly spreads the cost of tuition over the length of the payment period or program, depending on the program. There are no fees associated with the payment contract. 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.

## **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 or Alaska Native and are an enrolled member of a federally recognized tribe. Must be a full-time student. Students may contact the 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.

## **The Financial Aid Process for Practical Nursing and Medical Assisting**

### **Procedure for Packaging, Awarding & Disbursing of Aid**

Practical Nursing and Medical Assisting students are eligible for federal financial aid and are encouraged to apply. Applicants are encouraged to contact a financial aid advisor.

Once an applicant has been accepted into the program and once all financial aid paperwork is complete, the Financial Aid Advisor will develop an individual financial plan (IFP). Funding

is not confirmed until a letter is issued. A student may accept or reject the funding plan. The funding letter must be signed and returned by the student and Financial Aid Advisor prior to the start date of the class.

Aid is awarded based on need except when involving funding by outside agencies over which the school has no control. Aid will be awarded per the following priority list.

1. Funding from outside agencies such as Oswego County Public Health Department, Oswego County Department of Employment and Training, Department of Veterans Affairs, and private scholarships
2. Pell Grants
3. Scholarships
4. Student Loans

Need is determined using an appropriate cost of attendance (COA) budget developed by the Financial Aid Office and the Estimated Family Contribution (EFC) figure as determined by federal government guidelines:

### **COA (Cost of Attendance) - Need for Aid**

Appropriate cost-of-attendance budgets are developed using federal guidelines (Federal Student Aid Handbook). The applicant submitting the Free Application for Federal Student Financial Aid (FAFSA) obtains the family contribution figure.

Prior to class beginning, accepted applicants will receive a financial aid packaging letter with the proposed funding plan outlined. The letter must be signed by the applicant and returned to the financial aid office before the program begins. Lack of an agreed-upon funding plan will prevent the student from enrolling in the program. Whenever possible, funding packages are prepared as students are accepted. If a student is known to be working with an outside agency, then a final funding plan is not prepared until a final determination is made by that agency.

### **Additional Financial Aid Factors**

#### **Verification**

Applications for federal student financial aid may be subjected to the federal government for verification. The verification must be completed prior to the approval for and disbursement of any federal aid. Applicants will be notified if their application has been selected for verification. Required forms and documentation must be submitted promptly to avoid delays in the processing and awarding of federal aid. The Financial Aid Advisor may verify a student's information at his/her discretion.

#### **Special Conditions**

There are provisions for special conditions such as unemployment, separation from a spouse, divorce, death of a spouse, substantial drop in income, etc., that may affect the student's ability to pay for a program. Students with special circumstances should meet with the Financial Aid Advisor. Documentation supporting the special condition will be required. The Financial Aid Advisor's professional judgment and decision regarding the special condition is final. Justification for the decision will be in writing in the student's financial aid file.

## **Change of Status**

Funding plans are arranged prior to the beginning of class; however, circumstances occurring throughout the program may change the original funding plan. It is the student's responsibility to notify the Financial Aid adviser of any changes, such as additional aid received, change in family size, etc.

## **Satisfactory Academic Progress and Attendance Requirements**

Students must maintain satisfactory academic progress (SAP) to continue to receive financial aid. Prior to the disbursement of any aid, grades and attendance are verified. If grades and/or attendance are not satisfactory, the aid may be held. Refer to the sections on SAP and Attendance for further information.

## **PELL Disbursal**

Students are notified of anticipated Pell payment dates and amounts by a Pell award letter. Pell payments are made electronically to the student's ledger. Pell payments to the student are in the form of a check or direct deposit. Grades and attendance are checked prior to the disbursement of any Pell funds. Pell payments will be held if either grades or attendance is not satisfactory.

## **Loan Disbursal**

Student loan disbursement refunds are typically prepared twice per program. The disbursement refunds are usually one-half of the proceeds of the net amount borrowed. A schedule of disbursement dates will be provided to eligible students at the beginning of the program in the financial aid paperwork.

Grades and attendance must be verified before a disbursal is processed. The proceeds may be held if grades and/or attendance are not satisfactory and the student will be placed on financial aid warning or probation. During the warning period the student is given the opportunity to resolve their academic or attendance issues. If unsatisfactory grades and/or attendance are not corrected, the proceeds may be returned to the US Department of Education.

Loan proceeds arrive at the school via electronic transfer and may take up to three (3) business days to process. Any refund to the student will be issued after the three (3) business days in the form of a CiTi check or direct deposit. The Financial Aid Advisor can hold loan disbursal up to 14 calendar days. Students will be notified once refund checks are ready.

A student's financial aid funds will not be refunded to the student if there is no overpayment on your account. For example, if you are receiving a scholarship from another agency your financial aid refund will not be released until the scholarship payment is received, creating an need to refund.

Students will be asked for photo identification when signing or picking up student loan refund checks in the CiTi Office in Fulton or the CiTi Business Office in Mexico. Copies of a student's ledger will be provided upon request.

## **Repayment of Student Loans**

CiTi makes every effort to assist students in understanding their rights and responsibilities related to the repayment of student loans. CiTi provides instruction and information regarding student loans prior to a student applying for a loan and again prior

to the student graduating. If a student holding a loan withdraws, they are provided with information regarding the repayment of their loan at the time of withdrawal. Students taking out Stafford Student loans to attend a program at CiTi must repay the loans starting six (6) months after graduation or withdrawal from a program. If a student loan becomes delinquent and is in danger of going into default, CiTi and the US Department of Education will contact the student to try to prevent the default. It is important that the student informs CiTi and the US Department of Education of changes in name, address, and phone number so that communication can take place easily.

As explained in Exit Counseling, students must realize that there are many repayment options available that make it unwarranted for a loan to become delinquent or to go into default. These options include deferment, forbearance, consolidation, income sensitive payments and graduated payments. Lenders must work with the student to make payments "reasonable and affordable." The most important thing that a student can do for themselves to avoid default is to contact their lender and explain why they are having difficulty repaying their loan.

If a student loan does go into default, CiTi considers it a breach of contract. As a result, academic transcripts will be held, references will be withheld, and a notice will be sent to the State Office of Professions that may affect your license. In addition, the US Department of Education may take court action, assess collection fees, garnishee a portion of your wages, seize state and federal tax refunds, report a negative credit rating and deem you ineligible for any additional federal student financial aid. All of these consequences are avoidable due to the numerous repayment provisions built into the student loan program.

### **Exit Interviews and Loan Repayment**

Students receiving student loans must complete exit counseling prior to program completion. The loan servicer and the US Department of Education will track the repayment of a student loan. The Financial Aid Advisor is available to assist any student having difficulty with the repayment of a loan.

### **Refund and Payment Policy for Programs**

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.

- 1) Refunds, when due, will be made without requiring a request from the student.
- 2) Refunds, when due, will be made within 45 days of (1) the last date of attendance if written notification has been provided to CiTi by the student, or (2) from the date the CiTi terminates the student's enrollment in the program or determines withdrawal by the student.
- 3) Refunds for classes cancelled by CiTi: In the event that a class has to be cancelled students will be provided a refund of 100% of any associated tuition or fees. In these instances, refunds shall be issued to students within 45 days of the planned start date for the class.
- 4) Refunds for Students Who Withdraw On or Before the First Day of Class: Students that withdraw on or before the first day of class will receive a

refund of any tuition paid; the institution will only retain application fees (not to exceed \$100). Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

5) Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty (without incurring tuition charges) within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

The amount of institutional charges for an enrollment period will be determined by the refund and payment schedule outlined above. Percentages for payment refunds will be computed by taking the total number of course hours the program has been in session for the payment period, compared to the total program hours possible in the payment period. In addition, the cost of books and other miscellaneous items are not refundable.

**Tuition refund checks take up to thirty (30) days to process after a request is submitted. CiTi 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.**

#### **Tuition and Payment Schedule for Courses Other Than Title IV**

- 1) Prior to Enrollment in the CiTi program.....100% REFUNDED
- 2) Drop within first 6% of the CiTi program.....75% REFUNDED
- 3) Drop within first 12% of the CiTi program.....50% REFUNDED
- 4) Drop within first 18% of the CiTi program.....25% REFUNDED
- 5) No Refund after exceeding 18% of the CiTi program

#### **Tuition and Payment Schedule for Title IV Programs (Practical Nursing and Medical Assisting)**

- 1) Prior to Enrollment in the CiTi program.....100% REFUNDED
- 2) Drop within first 6% of Payment Period.....75% REFUNDED
- 3) Drop within first 12% of Payment Period.....50% REFUNDED
- 4) Drop within first 18% of Payment Period.....25% REFUNDED
- 5) No Refund after exceeding 18% of Payment Period

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 cost of books, uniforms, and other miscellaneous items, are not refundable. Tuition refund checks take up to thirty days to process after a request is submitted. CiTi 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.

#### **Title IV Funds**

Federal regulations governing the use of Title IV funds (student loans and Pell grants) dictate how much of this type of aid a student has "earned" for the period attended. Any "unearned" Title IV funds must be returned to the Title IV program (e.g. loan program or

Pell Grant program).

**The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student's actual institutional costs. A student needs to be aware that if they drop from a program, Title IV funds may have to be returned to a Title IV fund if they have not been "earned" and the student may owe the school money as a result of no longer having access to those funds. A student must pay the school the money owed for charges that are not covered by Title IV funds because the funds had to be returned.**

### **Return of Title IV Aid**

Federal regulations governing the use of Title IV funds (student loans and Pell Grants) dictate how much of this type of aid a student has “earned” for the period of time attended. Any “unearned” Title IV funds must be returned to the Title IV program (i.e. loan program or Pell grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student’s actual institutional costs. A student needs to be aware that if they drop from a program, Title IV funds may have to be returned to a Title IV fund if they have not been “earned” and the student may owe the school money as a result of no longer having access to those funds. A student must pay the school the money owed for charges that are not covered by Title IV funds because the funds had to be returned. Funds are returned to the Title IV programs in the following order: 1) Unsubsidized Federal Stafford Loans, 2) Subsidized Stafford Loans, 3) Federal PLUS Loans, and 4) Federal Pell Grant.

### **Tuition Refund Schedule for Personal Enrichment, Additional Certification and 5-Hour Pre-Licensing Courses**

Each of CiTi’s Professional Development and Continuing Education Offerings (such as 5-hour pre-licensing course) as well as its industrial training contracts will have its own written refund policy according to the following schedule:

- 1) Drop 6 or more business days prior to the start of course = 100% refunded.
- 2) Drop 5 or less business days prior to the start of course = 0% refunded.

CiTi BOCES is the financial entity of the CiTi partnership. CiTi is accredited by the Council on Occupational Education.

### **Disbursed Aid- Earned Aid Amount to be returned (Unearned Aid)**

The percentage of the payment period or enrollment period that the student completed is calculated by:

$$\frac{\text{Total Number of Hours Scheduled to be completed as of the withdrawal date}}{\text{Total Number of Hours in the enrollment period}}$$

When returning Title IV funds, both the school and student have responsibilities: The school must return **the lesser** of either 1) the total amount of unearned aid; or 2) institutional charges for the enrollment period times the percentage of Title IV aid not earned.

The student must return **the difference between what the school has returned in unearned Title IV funds and the total amount of unearned Title IV assistance**. If the assistance is in the form of loans, the student just repays the loans. If the assistance is in the form of grants, the student need only return 50 percent of the grant amount due. The student may repay the grant amount due in full, enter into a payment agreement with the school, or enter into a repayment agreement with the Secretary of Education. Any amounts of \$50 or less do not have to be returned by the student. Title IV funds must be returned in the following order of priority:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. PLUS Loans
4. Pell Grants

## **Section 7 - CiTi Code of Conduct**

### **Introduction**

CiTi 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/guardians 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.

CiTi 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, CiTi adopts this Code of Conduct ("Code"). Unless otherwise indicated, this code applies to all students, CiTi personnel, parents/guardians, and other visitors when on CiTi property or attending a CiTi -sponsored function.

### **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. A safe, healthy, orderly, and courteous school environment and have their rights, feelings, and property respected.
2. Take part in all campus activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability
3. Attend campus in an alcohol-, drug-, and tobacco-free environment.
4. Follow the standards of the CiTi Dress Code.
5. Have CiTi rules and conditions available for review and, when necessary, receive an explanation of those rules by campus personnel.
6. Present their version of the relevant events to campus personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
7. Attend classes and participate in 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.
5. Be on time, maintain regular attendance, and remain in assigned areas. Work to the best of their ability in all academic, Career/Technical, and extracurricular pursuits and strive toward the highest level of achievement possible.
6. 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.
7. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
8. Seek help in solving problems that might lead to disciplinary procedures.

## **Dress Code**

Individual students and their parents or guardians are responsible for student dress and personal appearance. Personal appearance is one of the most visible indicators of youth culture and self-identification. The CiTi student dress code supports equitable educational access and does not reinforce gender stereotypes.

### **Our values are:**

- All students should be able to dress comfortably for school without fear of or experiencing unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.

- Students should not face unnecessary barriers to school attendance.
- Student dress should not be a major reason for conflict and inconsistent discipline.

### **Goals of our Dress Code:**

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Maintain a safe learning environment throughout our programs and especially in programs where protective or supportive clothing is required.
- Prevent students from wearing clothing with offensive images or language depicting or advocating profanity, hate speech, pornography, violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and/or personal style

### **Basic Principle: Certain Body Parts Must Be Covered For All students**

Clothes must be worn in a way such that genitals, buttocks, undergarments, and nipples are covered with non-transparent material. All items listed in the **“must wear”** and **“may wear”** categories below must meet this basic principle.

#### **2. All Students Must Wear: \***

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: (school can require activity/safety-specific shoes)
- Any required safety/PPE relevant to maintaining a safe learning environment

#### **3. All Students May Wear:**

- Hats, including religious headwear
- Hoodie sweatshirts (hood up is allowed if face is not covered)
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Clothing with holes/rips (if underwear and/or genital and buttocks are not exposed)
- Visible waistbands or straps on undergarments worn under other clothing
- Tank tops, including spaghetti straps
- Clothing with commercial or athletic logos provided they do not violate Section 3 below

#### **4. Students Cannot Wear:**

- Violent language or images including obscenities, profanities, vulgarity, sexual or other harassment
- Images or language depicting tobacco, drugs, or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Language or images of unfounded charges, defamation, discriminatory statements, libelous statements
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear
- Helmets or headgear that obscures the face (except for medical purposes, career safety purposes or religious observance)

\* Attendance at placements outside of CiTi Programs, such as work studies and internships may have clothing/appearance requirements that are different than those listed for typical instruction in a CiTi program.

### **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.
  5. Trespassing: All visitors on the Mexico campus 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 CiTi 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 acceptable use policies.
  8. Obstructing vehicular or pedestrian traffic or being transported to or from school in violation of CiTi vehicle safety policy.
  9. Unauthorized possession, duplication, or use of keys to any CiTi premises or unauthorized entry to a use of CiTi premises.
- 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.
5. Permitting privately owned animals to enter any CiTi facility, except service animals or as authorized to fulfill a class assignment.

**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.
5. Behavior that is or could be in violation of federal, state, or local laws.

**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, abusive language, or profanity.
4. Defamation, which includes making false/unprivileged statements or representations about a person/identifiable group of individuals that harm the reputation of the person/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.
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.

## **Reporting Violations**

All persons are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the building administrator, campus security, 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, administrator or administrator's designee.

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 administrator or his/her designee learns of the violation. The notification may be made by telephone.

## **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:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from teachers and/or others, as appropriate.

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

## **Section 8 - Notifications**

### **Acceptable Use Policy for Computers**

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

CiTi is committed to academic excellence and providing the resources necessary to maintain academic excellence. Pursuant to this goal, computers, computer accounts, network, wireless, internet access, electronic mail, mobile devices, and related services (individually and collectively, these computing resources and services are referred to as the “computer system”) may be provided for use by members of the CiTi community. Access to and use of the CiTi computer system is a privilege, and such use must be consistent with the terms of this policy, and with the goals, standards, and overall mission of CiTi. CiTi reserves the right to modify this policy at any time in its sole and absolute discretion.

#### **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 of 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 prohibited activity.

#### **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, delete 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 they can use a work, they should request permission from the copyright owner.

### **Websites / Personal Safety of Students**

Access to the Internet is subject to the following restrictions:

- Visual depictions that are (a) obscene, (b) child pornography, or (c) harmful; and
- Internet sites which contain material that is inappropriate.

### **Unauthorized Access and Other Unlawful Activities**

It is a violation of this Policy to:

- Use the CiTi 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.

### **Regulations and Dissemination**

Upper administration is authorized to develop and implement regulations consistent with this policy. Upper administration will also be responsible for disseminating the policy and associated regulations to school personnel and students.

### **Safety and Security**

Internet browsing is regulated by technology. The categories below include content that is deemed inappropriate by CiTi.

Violence / Profanity

Sex Education

Partial Nudity

Gambling / Questionable Illegal

Full Nudity

Alcohol / Tobacco

Sexual Acts

Militant / Extremist

Gross Depictions

Drug Culture

Intolerance

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 the authority to disable any account where there is a violation of this policy. CiTi 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.)

### Definitions:

**"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 or 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]).

### Notification of Rights

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the educational records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records. The FERPA policy can be accessed on our website, CiTid.net.

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 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.

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 CiTi 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

## **Americans with Disabilities Act Notices and Procedures**

### **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:** {Center for Instruction, Technology & Innovation} does not prevent individuals on the basis of a disability admission and participation in its services, programs, or activities. {Center for Instruction, Technology & Innovation} will make all reasonable modifications to programs to help participation by persons with disabilities. The ADA does not require {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:** {Center for Instruction, Technology & Innovation} does not discriminate on the basis of disability in its hiring or employment practices.

**Communication:** {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 {Center for Instruction, Technology & Innovation}, please contact {Kristen Foland, ADA Coordinator at 315-963-4224}.

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

**Name:** Kristen Foland

**Title:** Assistant Superintendent for Personnel / ADA Coordinator

**Office Address:** 179 County Route 64  
Mexico, NY 13114

**Phone Number:** 315-963-4286

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 Grievance Procedure

- A grievance is a written method for making a complaint.
- If you think you have been discriminated against in a CiTi literacy/training program because of your disability, you may:
  1. Clear up your complaint by talking with the people involved;
  2. File a formal grievance with the program; and/or
  3. File your complaint directly with the U. S. Department of Education, Office of Civil Rights.
- A program cannot treat you differently or retaliate against you for filing a complaint. If you feel that the program is treating you differently or treating you badly because you have filed a complaint, report it to the U.S. Department of Education, Office of Civil Rights immediately.

*The material above is part of the document available on the web for printing at:*

<http://das.kucrl.org/iam.html>. The document was supported in whole or in part by the **U.S. Department of Education, Office of Special Education Programs, (Cooperative Agreement No. H324M98 0109)**.

## Grievance Procedure under the Americans with Disabilities Act

CiTi has adopted this grievance procedure for an individual to file a complaint that the program did not follow Title II of the Americans with Disabilities Act. Title II of the ADA states in part that ... no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination ... in programs or activities sponsored by a public entity". This procedure meets the requirements of the Americans with Disabilities Act of 1990 ("ADA").

The {Center for Instruction, Technology & Innovation}'s Personnel Policy governs employment-related complaints of disability discrimination.

- A complaint may be filed by you or someone you have asked to act on your behalf.
- The complaint should be in writing and contain:
  - Your name, address, and phone number
  - The name and location of the program that you believe discriminated against you
  - A detailed description of what happened and when it happened
  - The reason for the violation of the ADA that is, you are a person with a disability.
- Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available upon request.
- A complaint should be submitted no later than 60 calendar days after the alleged violation occurred to the person named below who has been designated to coordinate ADA compliance efforts:

**Name:** Kristen Foland

**Address:** 179 County Route 64  
Mexico, NY 13114

**Phone Number:** 315-963-4286

- Within 15 calendar days a complaint is received, {Kristen Foland } will meet with the complainant to discuss the complaint and the possible resolutions.
- A data gathering process shall follow the filing of a complaint where all interested persons and/or their representatives, if any, have an opportunity to submit information relevant to the complaint.
- Within 15 calendar days after the meeting, {Kristen Foland } will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the {Center for Instruction, Technology & Innovation} and offer options to substantive resolution of the complaint.
- This process shall be conducted by {Kristen Foland } or in (his/her) absence, any other person designated by the program or agency director.
- If the response by { Kristen Foland } or {his/her} designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the {Assistant Superintendent for Student Programs}.
- The above process and time limits for handling a complaint, e.g., meet with the complainant to discuss the complaint and possible resolutions, information gathering and providing a written or appropriate alternative format response with a final resolution of the complaint shall occur at the next higher level of review.
- {Kristen Foland } shall maintain the files and records of {Center for Instruction, Technology & Innovation} all written complaints sent to the program and appeals to other offices. These records will be retained for at least three years.
- A program cannot treat you differently or retaliate against you for filing a complaint. If you feel that the program is treating you differently or treating you badly because you have filed a complaint, report it to the U. S. Department of Education, Office of Civil Rights immediately.
- Complaints to the U. S. Department of Education, Office of Civil Rights must be filed within 180 days of discrimination or within 60 days after the program/agency has provided communication to you regarding resolution of your complaint.

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Avenue, S. W.  
Washington, D.C. 20202-1100  
1-800-421-3481  
Web: <http://www.ed.gov/ocr> E-mail: [OCR@ed.gov](mailto:OCR@ed.gov)

- To file a formal complaint with the U. S. Department of Education, Office for Civil Rights (OCR) you should submit in writing the following information:
- Your name, address, and phone number
- The name and location of the program that you believe discriminated against you
- A detailed description of what happened and when it happened
- The reason for the violation of the ADA that is, you are a person with a disability.
- Filing a complaint with the Council on Occupational Education:  
COE recommends that complainants first attempt to resolve complaints through the institution's established policies and procedures. Once the institution's procedures have been exhausted the complainant may file a written and signed letter of complaint to COE describing the nature of the grievance and the preliminary steps taken to resolve the problem. Once the letter is received by COE, a Complaint Certification form is emailed to the individual filing the complaint. The complainant has 14 days to return the signed and completed certification form to COE. The Council staff will then send a copy of the original letter of complaint and a copy of the certification form to the institution. The institution will have 21 days to submit a formal response to the Council. After the institution's response has been received by COE, the Council will send a copy of the complaint letter, certification form, and institutional response to members of the Commission who will have 21 days to render a judgment on the complaint. The Commission may rule that (a) the institution has responded adequately to the complaint; (b) the institution has not responded adequately and must take appropriate action to resolve the issue; or (c) more information is needed from either the complainant or the institution in order for a judgment to be rendered. Complainants should allow for at least 42 days for the Commission's decision on a complaint once the Council has received a signed Complaint Certification form. The Commission attempts to resolve all complaints within 60 days. Please note that the institution's response will be reviewed only by the Commission and members of the COE staff.

CiTi is accredited by the Commission of the Council on Occupational Education. Accreditation was approved effective June 12, 2015. 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).

770-396-3898 or 800-917-2081

- Make sure enough detail is provided for the Office of Civil Rights to know what happened.

*The above document represents a synthesis of information from the following web sites: Department of Justice, Title II of the Americans with Disabilities Act, [www.ada.gov/req2](http://www.ada.gov/req2); Department of Justice, ADA Best Practices Tool Kit for State and Local Governments, <http://www.ada.gov/pcatoolkit>. Acknowledgement is also given to the Arkansas Adult Education and Literacy, Policy & Procedure Manual for Serving Students with Learning Disabilities and/or Attention Deficit*

*Hyperactivity Disorder*, <http://aalrc.org/resources/ld/policyManual/index.aspx>.

### **Withdrawal or Dismissal Policy**

**Withdrawal:** It sometimes becomes necessary for a student to withdraw from a program, due to an extenuating circumstance arising from medical, personal, financial or other acceptable reason. Withdrawing students will be responsible for program costs and are subject to the Tuition Refund Policy and Return to Title IV Policy outlined in the Center for Instruction, Technology & Innovation Student Handbook. Students wishing to withdraw must complete the following steps:

1. Notification of withdrawal must be submitted to the Student Services Office either by email, mail, in person, or by phone
  - a. An unofficial withdrawal refers to a student who fails to attend or ceases to attend classes without notification. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of an academically related activity in which the student participated.
2. Meet with the case manager and/or program coordinator to discuss options. There may be solutions available that do not require leaving the program.
3. Meet with the Financial Aid Office to determine financial obligations, regulations and deadlines.

**Dismissal:** A student may be dismissed from a training program for academic, attendance, safety, disciplinary, or other reason deemed appropriate by the school, in accordance with the Center for Instruction, Technology & Innovation Student Handbook. Dismissed students will be responsible for program costs as previously defined.

## Section 9 - Community Resources

**This is not a complete list – Please contact Mary Bristol for an up-to-date list of resources or assistance contacting resources.**

Call or Text: 315.746.2391  
mbristol@citiboces.org

### Food Assistance Programs

**Program: FOOD \$ENSE**

Organization: Food Bank of CNY  
Address: 7066 Interstate Island Road, Syracuse, NY  
plus multiple pick-up sites throughout the region  
Phone: 315.437.1899  
Website: Foodbankcny.org (select our programs > FOOD \$ENE\$)

**Program: Food Assistance (SNAP)**

Organization: Oswego County DSS  
Address: 100 Spring Street, Mexico, NY  
Phone: 315.963.5021  
Website: myBenefits (ny.gov) > Apply for SNAP

### Transportation Assistance Programs

**Program: OPT Bus – Oswego County Public Transport**

Organization: Oswego County Opportunities (OCO)  
Address: 239 Oneida Street, Fulton, NY  
Phone: 1.877.484.3287  
Website: OCO.org (select SERVICES > TRANSPORTATION)

**Program: Centro Bus**

Organization: Centro of Oswego  
Address: 512 E. Seneca Street, Oswego, NY  
Phone: 315.342.4400  
Website: Centro.org for schedules and trip planner  
\*\*\* See Mary Bristol for assistance navigating the bus system

### Housing Assistance Programs

**Program: HUD**

Organization: Oswego County HUD/Section 8 Rental Assistance  
Address: 46 E. Bridge Street, Oswego, NY  
Phone: 315.349.8263  
Website: www.rd.usda.gov (select Housing Programs)

**Program: Homeless Services**

Organization: Oswego County Opportunities (OCO)  
Address: Hillside Commons, Oswego, NY  
Phone: 315.342.7532  
Website: OCO.org (select SERVICES > RESIDENTIAL)

**Childcare Programs****Program: Child Care Financial Assistance** (Child Care Subsidy Program)

Organization: Oswego County DSS

Address: 100 Spring Street, Mexico, NY

Phone: 315.963.5472

Website: [ocfs.ny.gov/programs/childcare/](https://ocfs.ny.gov/programs/childcare/)

**Program: Child Care Search Assistance**

Organization: Child Care & Development Council of Oswego County

Address: 317 W. 1<sup>st</sup> Street, Suite #111, Oswego, NY

Phone: 315.343.2344

Website: <https://www.icpoc.org/search>

**Section 10 - Signature Pages**  
PLEASE READ CAREFULLY.

**CHECK THE APPROPRIATE BOXES THAT APPLY, PLEASE SIGN,  
DATE, AND RETURN THESE PAGES TO THE CiTi OFFICE  
WITHIN 5 DAYS OF READING THE HANDBOOK.**

**STUDENT Signature Page**

*CiTì*

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 (e.g. **Code of Conduct, Attendance**, etc.).
- ☐ I have received the appropriate information regarding **Oswego County Emergency Preparedness**.
- ☐ I have read the **Acceptable-Use Policy** 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 **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**



Center for Instruction, Technology & Innovation  
**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 {Kristen Foland}, at {315-963-4286}.

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Signature of Service Recipient

---

Print Name of Service Recipient

---

Date

---

Witness



**Please read, sign, and return to the appropriate CiTi Office**

**Center for Instruction, Technology & Innovation**  
179 County Route 64, Mexico, New York 13114

**REFUND AND PAYMENT POLICY FOR CiTi ADULT PROGRAMS**

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 scholarships, 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 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 fees, as well as cost of books and other miscellaneous items, are not refundable. **Tuition refund checks take up to 30 days to process after a request is submitted.**

*CiTi 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.*

## **REFUND AND PAYMENT POLICY**

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.

- 1) Refunds, when due, will be made without requiring a request from the student.
- 2) Refunds, when due, will be made within 45 days of (1) the last date of attendance if written notification has been provided to CiTi by the student, or (2) from the date the CiTi terminates the student's enrollment in the program or determines withdrawal by the student.
- 3) Refunds for classes cancelled by CiTi: In the event that a class has to be cancelled students will be provided a refund of 100% of any associated tuition or fees. In these instances, refunds shall be issued to students within 45 days of the planned start date for the class.
- 4) Refunds for Students Who Withdraw On or Before the First Day of Class: Students that withdraw on or before the first day of class will receive a refund of any tuition paid; the institution will only retain application fees (not to exceed \$100). Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
- 5) Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty (without incurring tuition charges) within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

### **Tuition and Payment Schedule for Courses Other Than Title IV:**

- 1) Prior to Enrollment in the CiTi program.....100% REFUNDED
- 2) Drop within first 6% of the CiTi program.....75% REFUNDED
- 3) Drop within first 12% of the CiTi program .....50% REFUNDED
- 4) Drop within first 18% of the CiTi program .....25% REFUNDED
- 5) No Refund after exceeding 18% of the CiTi program

### **Tuition and Payment Schedule for Title IV Programs:**

- 1) Prior to Enrollment in the CiTi program.....100% REFUNDED
- 2) Drop within first 6% of Payment Period.....75% REFUNDED
- 3) Drop within first 12% of Payment Period.....50% REFUNDED
- 4) Drop within first 18% of Payment Period.....25% REFUNDED
- 5) No Refund after exceeding 18% of Payment Period

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 cost of books, uniforms, and other miscellaneous items, are not refundable. Tuition refund checks take up to thirty days to process after a request is submitted. CiTi 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.

**Return of Title IV Aid:**

Federal regulations governing the use of Title IV funds (student loans and Pell Grants) dictate how much of this type of aid a student has “earned” for the period of time attended. Any “unearned” Title IV funds must be returned to the Title IV program (i.e. loan program or Pell grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has not relationship to a student’s actual institutional costs. A student needs to be aware that if they drop from a program, Title IV funds may have to be returned to a Title IV fund if they have not been “earned” and the student may owe the school money as a result of no longer having access to those funds. A student must pay the school the money owed for charges that are not covered by Title IV funds because the funds had to be returned. Funds are returned to the Title IV programs in the following order: 1) Unsubsidized Federal Stafford Loans, 2) Subsidized Stafford Loans, 3) Federal PLUS Loans, and 4) Federal Pell Grant.

**Short-term Programs, Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction:**

Each of CiTi’s Professional Development and Continuing Education Offerings (such as 5-hour pre-licensing course) as well as its industrial training contracts will have its own written refund policy according to the following schedule:

- 1) Drop more than 5 days prior to the start of class = 100% refunded.
- 2) Drop 3 or 4 days prior to the start of class = 50% refunded.
- 3) Drop less than 3 days prior to the start of class = 0% refunded.

CiTi BOCES is the financial entity of the CiTi partnership. CiTi is accredited by the Council on Occupational Education.

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

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

\_\_\_\_\_  
Date



## 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
- ☐ 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

\_\_\_\_\_  
CiTi REPRESENTATIVE'S SIGNATURE

\_\_\_\_\_  
Date



## Photo Release Policy

It is CiTi's desire to share the achievements and recognition earned by students and staff with the broader community. This effort can be aided by the use of photos showing students involved in classroom and school-related activities. Throughout the year, the Public Relations Department and CiTi staff may take photographs and video footage of students as they participate in academic, artistic, athletic or other school activities. These photographs and videos may appear in various CiTi materials disseminated to the public, including yearbooks, the CiTi website, newsletters, press releases, brochures, social media pages, calendars, newspapers, and other channels deemed appropriate by CiTi. We, at times, may also publicize student work.

If you **DO NOT** want your name/photo/work publicized for these purposes, you are asked to inform your instructor, in writing, prior to the first day of class. A simple, written, signed note stating: *Please do not photograph me for use in publications and/or web, including my name.* Your note may be either dropped off in person or mailed.

**Please note:** If you choose to "opt-out" and provide a note for you not to be photographed, your accomplishments will not be showcased in any form.

If you have any questions regarding this student photograph practice, please feel free to contact us.



## Student Confidentiality Agreement

I acknowledge that during my program at CiTi, I may have access to, and use, confidential health information. I hereby agree to handle such information in a confidential manner at all times, both during and after my training, and commit to the following obligations:

- A.** I will use confidential health information only in connection with and for the purpose of performing my assigned duties.
- B.** I will request, obtain or communicate confidential health information only as necessary to perform my assigned duties and shall refrain from requesting, obtaining or communicating more confidential health information than is necessary to accomplish my assigned duties.
- C.** I will take reasonable care to properly secure confidential health information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password protected screensaver to prevent access by unauthorized users.
- D.** I will not disclose my personal password(s) to anyone without the express written permission of my instructor or record or post it in an accessible location and will refrain from performing any tasks using another's password

I understand that as a student of CiTi, the use and disclosure of patient information is governed by the rules and regulations established under HIPAA, the Health Insurance Portability and Accountability Act of 1996, and related policies and procedures of the various health care facilities that I may be assigned. Therefore, with regard to patient information, I commit to the following additional obligations:

- A.** I will use any information solely in accordance with the federal and school policies set forth above or elsewhere. I also agree to familiarize myself with any periodic updates or changes to such policies in a timely manner.
  - B.** I will immediately report any unauthorized use or disclosure of confidential health information that I become aware of to my instructor, preceptor or supervisor.
- I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including termination.

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

Student Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_