



Adult Health Occupations Student Handbook

2017-2018



Center for Career and
Community *education*

The Center for Career and Community Education
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Section 1 - Administrative Issues

MISSION STATEMENT

The mission of the Center for Instruction, Technology & Innovation, a champion of equity and excellence in life-long learning for all people, and a leader in educational development, technology and the application and dissemination of research, is to enable school districts, their residents, businesses and industries to achieve their desired future through our flexible delivery of innovative programs and services.

EDUCATIONAL PHILOSOPHY for ADULT EDUCATION

The Adult Education Department 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. The individual staff shares responsibility for encouraging a student to achieve optimum development as a person and as a member of our society.

GUIDE/ETHICAL PRACTICES

1. Adherence to provisions of the Civil Rights Act and the Americans with Disabilities Act shall be strictly enforced.
2. The course catalog is available on the CiTi website www.CiTiboces.org and in the Adult Education 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 the school, 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. The Student Handbook contains policies regarding promotion to the next phase of an applicable program, graduation policies and policies regarding grounds for dismissal of a student as well. 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 the school'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 the school 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.

PHILOSOPHY FOR HEALTH OCCUPATIONS PROGRAMS

The purpose of the Health Occupations Programs at CiTi/CCCE is to prepare adult students for a career beginning with eligibility for licensure or certification. Education is a life-long process that includes academic, social and emotional development. Education enhances an individual's value system, attitudes, and traits necessary for effective self-direction and leadership. Education enhances the learner's critical thinking to analyze and form sound judgment and to identify, assess, implement, solve and evaluate problems. Finally, education promotes the learner's development of technical skills.

The education of our future health care workers should be non-discriminatory, non-denominational and non-political. Their education should take place in an environment that provides opportunities to develop concepts and skills that prepare graduates for entry-level jobs in a variety of health care settings. These students will become an integral part of the health care team. Their skills are needed in public health departments, hospitals, nursing homes, hospices, clinics, doctor's offices, schools and industries. The varied occupational opportunities for our students require skills that can best be learned in a variety of settings, e.g., a hospital acute care, special health care, offices, clinics and long-term care facilities.

Education must not be limited to clinical skills and theories, however. It is also imperative to teach students how to become successful employees. Throughout these programs, policies have been implemented regarding grooming and hygiene, attendance, behavior, responsibility and accountability that will assist each student to become a dependable and valued employee. This program will help the Health Occupations student obtain the job, and the reinforced work ethic will help the employee keep the job.

CiTi BOARD MEMBERS 2017-2018

Mr. John Shelmidine, President - Sandy Creek Central School District
Ms. Donna Blake, Vice-President – Hannibal Central School District
Mr. Casey Brouse – Altmar-Parish-Williamstown Central School District
Mr. Randy Hoyt - Central Square Central School District
Mr. David Cordone – Fulton City School District
Ms. Janice Clark – Mexico Academy and Central School District
Mr. Brian Haessig – Oswego City School District
Mr. Kevin Dix – Phoenix Central School District
Mr. Ted Williams – Pulaski Academy and Central School District

CiTi and CCCE ADMINISTRATION

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

HARASSING CONDUCT PROHIBITED

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

Definitions

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

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

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

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

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

Retaliation is a separate and distinct violation of CiTi BOCES policy for any member of the school community to retaliate against any person who reports alleged harassing conduct or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassing conduct. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassing conduct is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through

application of the same reporting, investigation, and enforcement procedures as for harassing conduct. In addition, a person who knowingly makes a false report may be subject to the same action that CiTi BOCES may take against any other individual who violates this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

PROCEDURES

Reporting

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:

Mark LaFountain
Assistant Superintendent for Personnel
179 County Route 64, Mexico, NY 13114
Telephone: (315) 963-4286
E-mail: mlafountain@oswegoboces.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 the District Superintendent (referred to hereafter as the "Investigator"). Under certain circumstances, sexual harassing conduct may also constitute a violation of criminal law, such as rape or sexual abuse statutes. In such cases, CiTi BOCES will immediately inform the appropriate law enforcement authorities.

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

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

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

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

Consequences

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

Confidentiality

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

Accreditation

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

The Council’s mailing address is 7840 Roswell Rd., Building 300, Suite 325 Atlanta, GA 30350 and its website address is www.council.org.

Program Approvals

Programs offered in the CCCE/CiTti Adult Department are approved by the New York State Education Department, primarily the Occupational Education Division. Additionally, the State Education Department, Office of the Professions approves the Practical Nursing program and the NYS Department of Health approves the Certified Nurse Aide (CNA) program.

Adult Health Occupations Program Certificates and Diplomas

Adults in Health Occupations programs will receive a certificate of completion upon meeting attendance and grade requirements. In addition, students completing the Practical Nursing program or the Dental Assisting program will receive a Practical Nursing diploma or a Dental Assisting diploma, respectively.

Adult Education Office

The CiTti Adult Education Office at CCCE is located at 11 River Glen Drive, Fulton NY. The office phone number is 315-593-9400. Office hours are from 8:30 a.m. – 5:00 p.m. When necessary, student enrollment and other services may be provided on the main CiTti campus located at 179 County Route 64 in Mexico, where several of the Adult Education Programs are housed. Please call for an appointment or stop in during business hours.

Section 2 -Student Affairs

This Student Handbook contains information about school 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 site personnel, may result in immediate dismissal from the program. A conference with the Director of Adult Education will be held as soon as possible if a student is found to have committed any of these actions. (Refer to the Code of Conduct, Section VI)

Address, Telephone and/or Name Changes

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

Alcohol and Drug Use Sanctions at CiTi/CCCE

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

Chemical Impairment

The chemically impaired student is someone attending class on clinical rotation who is perceived to be under the influence of, or having abused, alcohol and/or drugs over-the-counter drugs, 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

(Refer to Drug and Alcohol Abuse Prevention Information, Section 8-3)

The following actions will be taken when a school official or his/her designee has a reasonable suspicion to believe that a student may be under the influence of alcohol or other drugs while at class 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 CCCE/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 or drugs**
 - (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/CCCE and at clinical sites.

Disciplinary Policy and Due Process Procedures

Health Occupations students are expected to behave in a courteous, professional manner at all times. 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 are 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

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 or clinical
- unsafe practice/critical safety violations at a clinical site
- disclosure of confidential information acquired about a patient, client or facility

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 or misconduct which may result in inability to complete clinical hours, leading to program termination.

Please refer to the CiTi County-Wide Code of Conduct, Section 7 for Student Rights and Responsibilities on the CiTi Campus and on Internship/Clinical Sites.

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, practical nursing students involved in criminal activities may be unable to obtain their LPN license even if they have graduated from the LPN program and have passed their licensure boards.

For Title IV Federal Financial Aid, applicants for practical nursing will be asked about convictions for illegal drug offenses. A drug-related conviction may or may not make an applicant ineligible for aid. (Contact 1-800-433-3243 or <http://www.fafsa.ed.gov/q28>.)

Due Process Procedures

Students may initiate due process when they believe they have been subject to unjust action or denied their rights. The steps the student must follow are:

- Meet with the faculty member or support staff involved to resolve the issue at hand
- If there is no resolution of the matter at this level, the student should meet with the Director of Adult Education
- If there is no resolution at this level, the student may request (in writing) a meeting with the District Superintendent or designee
- After the chain of command has been followed a student may request in writing to appeal to the CiTi Board of Education. The request should include a written description of the student's concerns. As the highest level of authority for the organization, the Board of Education will make final decisions regarding appeals that cannot be resolved at lower levels.

Grievances that cannot be resolved at the institutional level may be referred to the agency's accrediting body: Council on Occupational Education, 7840 Roswell Rd., Bldg. 300, Suite 325, Atlanta, GA 30350, tel. 800-917-2081 or 770-396-3898.

To ensure that the widest range of options are available to remedy the situation, it is critical that students exercise their due process rights in a timely fashion. The Adult Education Director will maintain a complaint log to record student grievances and resolutions.

Dress Code for Campus/Classroom (Refer to Code of Conduct, Section 7)

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. Clothing that reveals cleavage or midriff is unacceptable.
3. Jewelry must be appropriate for health and safety.
4. Ethnic practices may warrant special consideration, given upon approval of staff and/or faculty.
5. Scrub uniforms purchased by the student are required for the classroom and lab and closed-toed shoes are recommended for many activities in the PN, MA, and DA programs. MA and DA students may be required to have a lab jacket.

Dress Code, Grooming and Hygiene Rules for Medical Assistant, Dental Assistant, Practical Nursing, and Nurse Aide Students during Clinical Experiences

According to contractual agreements between CiTi/CCCE 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/CCCE name tags must be worn at all times.
6. Clean, white, closed-toe shoes must be worn. 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. Bandage 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.
10. Females must wear bras.

11. 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.
12. Fingernails are to be short and well groomed. Artificial nails and nail polish are not permitted due to infection control concerns.
13. Tattoos that could be offensive to CiTi/CCCE faculty/administration/peers or to clinical facility patients/family/staff are to be covered at all times.
14. Personal hygiene and appearance must be maintained at all times. Daily bathing is expected and good oral hygiene should be maintained. Make-up may be worn, sparingly. Antiperspirant should be used.
15. Specialty areas may require modification of the dress code.
16. 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.
17. Scrubs are required for class and clinical at all times.
18. Cleanliness is important as classmates are in close proximity (daily bathing, clean hair, oral hygiene, etc.)
19. Any student who does not conform to the dress code will be asked to leave until he/she is attired or clean appropriately.

Inappropriate Student Behaviors/Misconduct During Clinical Experiences

1. Violating patient confidentiality, HIPPA regulations, and/or the photocopying of any patient documents.
2. Inappropriate tone and volume of voice.
3. Not following 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.

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

Dress Code for Nurse Aide Clinical

Nurse Aide students must wear scrubs (white pants and royal blue smock) they purchase themselves. CiTi/CCCE name tags must be worn. Clean, white, closed-toe shoes must be worn. Shoes and laces must be kept clean. Leather shoes are preferred.

Electronic Equipment

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

Cameras, including cellphones with cameras, as well as other picture-taking devices are prohibited from the clinical setting at all times due to confidentiality concerns. This is not only a CiTi/CCCE policy, but is also a policy at all clinical 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 lab 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.

Fire, Air Raid, Bomb Threat

In case of fire, air raid or bomb threat, students in class should follow the instructions given by the instructor and displayed in each classroom. Several fire drills will be conducted throughout the year at the CiTi/CCCE campus. 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/CCCE staff member in charge. Further instructions will be given by the CiTi/CCCE 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

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

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

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

Health / Illness / Injury Policies for All Health Occupations Classes

Coming to class or clinical when sick 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. 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. 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.

2. 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.

3. 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.

4. 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.

5. 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. An incident or accident report must be filed within 24 hours. Forms are available through your instructor or in the Adult Education Office.

Insurance

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

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

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

Health Occupations Libraries

To promote student learning, library/media resources are maintained for each of CCCE/CiT's Health Occupations 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.

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. When in a clinical setting, PN and CNA students must remain in the facility for lunch, breaks and throughout their scheduled day.

Medical Assistant and Dental Assistant students should follow the clinical site's procedures regarding lunch when at their clinical site.

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 Adult Education Office. Your permit should be displayed so that it is visible. Parking permits are not required at the Fulton site at this time. While at clinical, students must follow the clinical 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/CCCE property at any time.

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

Security

CiTi/CCCE makes every effort to maintain a safe environment for everyone on campus. Visitors sign in at the single point of entry during business hours. As an aid to campus security, all Health Occupation students and staff are issued and must wear a CiTi/CCCE 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, program administrator or Assistant Superintendent for Personnel, who will then inform the proper authorities. CiTi maintains a copy of its Annual Security Report (VADIR) that is available upon request. This report includes statistics concerning reported crimes that have occurred on campus and in certain off-campus buildings or property owned or controlled by CiTi. To obtain a copy of this report, please put your request in writing to the Director of Adult Education and the request will be processed through the district office.

Smoking Regulations

There is no smoking or use of tobacco products allowed on Mexico Campus CiTi property. Students wishing to smoke must leave campus. Signs have been erected on County Route 64 by the police prohibiting parking in front of the campus. Therefore, students will be unable to park in front of CiTi for any reason including smoking. This means that you can only smoke in your vehicle as you are driving once you have left the CiTi campus. Consequences of violating the non-smoking policy are listed in the Code of Conduct portion of this booklet (Refer to Section 7).

There is no smoking or use of tobacco products allowed on CiTi property or space rented by CiTi, including the CCCE location at 11 River Glen Drive, Fulton. Students wishing to smoke must leave the designated "no smoking" area outside of CCC.

Smoking at clinical 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 or the CCC campus in Fulton (lecture/theory/lab classes) will close when CiTi closes. If school is delayed you should report according to that announcement. Please use 8 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 clinicals 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, clinical will be canceled** and will need to be rescheduled at a later date at no additional cost to the student.
2. The director or lead PN instructor will notify the clinical instructors that clinical will be canceled and the student phone tree will be started.
3. Clinical instructors will notify the clinical site to which they are assigned of our closing and that CiTi/CCCE students will not be in attendance that day. They will also ask the clinical site to send home any student who may arrive.

Delays:

1. Even if CiTi/CCCE is **delayed** one or two hours, clinical **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 clinical.

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 duties and not be penalized for arriving late. If students are at clinical 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 clinical with the students who have arrived and those students will earn credit for the day. Students who do not make it to 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/CCCE is closed and clinical has to be canceled, the 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 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 Family Educational Rights and Privacy Act of 1974 (FERPA) affords students the following rights with respect to their education records.

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

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

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

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

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

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

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by CiTi to comply with the requirements of FERPA.* The name and address of FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.**

In accordance with the Family Education Rights and Primary Act, CiTi requests applicants to sign an Authorization for Exchange of Information form. The form allows CiTi to exchange professional information with former or prospective schools, prospective employers, funding sources, public agencies, and family members or other individuals or groups as specifically designated by the student.

Telephone Use

A telephone for student emergency use is located in the Adult Education Office. Length of calls should be kept to a minimum so that anyone desiring to use the phone may have the opportunity to do so. Classroom phones may be used only with faculty permission. Students are also reminded that the business phones in the clinical/work experience areas are not for personal use. Cellphone use is a disruption in the classroom and lab environment as well as at clinical sites. The use of cellphones and/or other electronic devices is not permitted in classrooms or labs unless such use is pre-approved by the classroom instructor.

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

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

Transportation

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

Visitors

Visitors are not permitted at any time at clinical or in the classroom. If the student must be contacted while either at class or clinical, the instructor will receive the message from the Adult Education Office 315-963-4256 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 which require attendance.

Practical Nursing

Program Hours

The *1200 hour Practical Nursing program* has 836 hours scheduled for classroom/ lab and 364 hours scheduled for clinical. The 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 those two days at a cost (\$75/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 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 2 days of clinical, but must make up those 2 days at a cost (\$75/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 the start of the next clinical rotation.

Additional Attendance Rules for Class/Lecture Days:

A. Each student must notify the Adult Education Office at 963-4256 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 director. 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 Adult Education Office and sign in. They will be given a late slip that is their pass into class. Teachers should require and request this late slip and send students to the office if they do not have the late slip. This applies to all daytime courses.

D. Students who have not called to notify the Adult Education office 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.

Additional Attendance Rules for Clinical Days:

A. The student must notify the Adult Education Office at 963-4256 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 Adult Education 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 21 percent of their 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 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 prior to the start of clinical when they know or anticipate that they will be more than a half hour late in order to earn that flexibility during bad weather.

Bereavement Leave

Each student will be entitled to be absent a maximum of five (5) consecutive days (not including weekends and holidays, unless a weekend class or clinical is scheduled) 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 class or 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, first cousin, 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. If this absence occurs during clinical, the time must be made up to meet minimum clinical attendance requirements but at no further cost.

Jury Duty

In the event that 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 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.

Dental Assistants, Medical Assistants and Nurse Aides

Program Hours

The *690 hour Dental Assistant program* has 490 hours scheduled for classroom and 200 hours scheduled for clinical. Students may not miss more than 54 hours of classroom time or they may be subject to termination from the program.

For the Dental Assistant program, a student must attend 200 hours of clinical experience. If a student does not attend 200 hours of clinical during the allotted time frame, the time short of 200 hours must be made up at a cost (\$75 per eight- hour clinical day) for the student to complete the program and be eligible for the state-licensing exam. The number of hours needed to be completed must be made up prior to graduation.

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.

If a student fails to make up clinical time missed, the opportunity to have completed the course is forfeited, and the student is considered to have failed the program due to lack of attendance.

The *730 hour Medical Assistant 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 (\$75 per eight-hour day).

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 *125-hour Nurse Aide program* has 95 hours scheduled for the classroom and lab and 30 hours scheduled for clinical at an area long-term care facility. Students may not miss more than 9.5 hours or they may be subject to termination. Lab work missed must be made up at a cost and will be documented by the instructor. Students will not be scheduled for the state test or receive a certificate of completion unless the work is made up.

Clinical days are not included in the above percentage and have their restrictions in terms of actual hours missed. Students can miss up to one day, but must make it up at a cost (\$75 per day); if a student misses two days, they are terminated.

The program hours used in the absentee calculation for Dental Assistant, Medical Assistant or Nursing Aide 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 Adult Education Office at 593-9400 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. A student arriving late to class should report to the Adult Education Office and sign in. They will be given a late slip which is their pass into class. Teachers should require and request this late slip and send students to the office if they do not have the late slip. These policies apply to all courses.

C. It is the responsibility of the student to notify the Adult Education 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.

D. 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.

E. 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.

F. Nurse aide students 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 Adult Education 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.

G. It is expected that the student will attend their externship whether CiTi/CCCE is canceled or delayed due to inclement weather/snow day unless a snow or weather emergency is declared or the clinical site is closed. If the student chooses not to attend their externship on that day, it must be made up. Nurse aide students will need to make up that day at a cost.

H. **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.

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.

Bereavement Leave

Each student will be entitled to be absent a maximum of five (5) consecutive days (not including weekends and holidays, unless a weekend clinical is scheduled) 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, first cousin, 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. If this absence occurs during clinical, the time must be made up to meet minimum clinical attendance requirements. There will be no charge for a clinical makeup due to bereavement.

Nursing Aide students attending the summer day program should speak with the coordinator or director to discuss bereavement time options to comply with the program requirements.

Jury Duty

In the event that 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 the student is unable to defer jury duty, the days absent will not count against their absence accumulation. If this absence 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 at the end of the scheduled day. (See Section 2, Lunches on page 2-14.)

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 someone other than yourself is considered falsifying a legal document.

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

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 the faculty advisers, or 3) scheduled appointments with the director 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 PN lead instructor or their faculty adviser to work out arrangements. Hours for computer use can be arranged by instructors.

Adult Health Occupations Transfer Policies

Internal transfer of credit: CCCE/CiTi's Adult Health Occupation programs each have a specific curriculum designed to ready the student to become an integral part of the health care team. The specificity of these individual curricula will not allow transfer of credit from one adult health occupation program to another.

Transfer of external credit: Transfer of credit from another institution to an Adult Health Occupation program is not allowable with the exception of the Practical Nursing program as follows.

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

– To be considered for acceptance into the Practical Nursing program, the student must:

- a. Apply within one year after leaving the RN program
- b. Provide an RN school counselor's recommendation for acceptance
- c. Provide an official transcript; courses will not be accepted for transfer if grades received are below 80 percent
- d. In order to transfer Anatomy and Physiology I and II, the student must have attained at least an 80 percent and the course was not taken more than two years prior

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 director, 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 director will make a determination and submit the results in writing to the student, within ten (10) school days of receipt of the explanation.
3. While the appeal process is pending, the student is required to continue in the program. Any missed time will have to be made up at a cost to the student if the student chooses not to attend and the appeal is upheld.
4. If the original grade is upheld, the time 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 in Phase I.

Additional Theory Grading Policies

1. 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.

2. If the student is absent, exams must be made up within two (2) days of returning to class. If a student fails to take the exam(s) within two (2) days 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.

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 and 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 Dental Assistant Students in Licensure Program

A student in the **Dental Assistant program** must have an 80 percent average overall in each module of the program. Any student that is not maintaining an overall average of 80% may be terminated from the program.

Theory Grading

Students must maintain an 80% average at the end of each month, with an overall average of at least 80% at the end of class, in order to be able to attend externship and successfully complete the program. At the end of each month, if the student does not have at least an 80% average, a written warning will be issued. Upon receiving their third warning, they will be terminated from the program. The student must maintain satisfactory progress in terms of grades and attendance in order to continue to be eligible for any source of funding.

1. 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.

2. If a student is absent, quizzes and exams must be made up during the next scheduled class. The student is responsible for acquiring any notes, handouts or information missed due to loss of class time.

3. Numeric grades will be given for each module of study.

Internship Grading

Internships 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 in their internship and evaluations.

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 Assistant Students

A student in the **Medical Assistant program** must pass all courses with an 80 percent average to go into externship, complete the program, receive a certificate of completion and take the certification exam.

Theory Grading

Students must maintain an 80% average at the end of each month, with an overall average of at least 80% at the end of class, in order to be able to attend externship and successfully complete the program. At the end of each month, if the student does not have at least an 80% average, a written warning will be issued. Upon receiving their third warning, they will be terminated from the program. The student must maintain satisfactory progress in terms of grades and attendance in order to continue to be eligible for any source of funding.

1. A Medical Assistant student must have an 80 percent in each separate grading category at the end of class to go onto externship and to successfully complete the program and sit for the national registered Certified Medical Assistant exam.

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, 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. 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 to receive a certificate of completion. 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 Aides

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 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.

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. Numeric grades will be given for each unit of study.

4. 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.

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.

Internship

Internship courses are graded on a rubric. A final rubric score of 80 percent is required to pass the class and receive a certificate of completion.

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

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, white graduation uniform and graduation pin for Practical Nursing students.
3. The Adult Education Office distributes invitations prior to graduation. The number of invitations printed is limited; however, invitations are not required for admittance to the ceremony.
4. Rehearsals are held at a designated time prior to the ceremony.
5. For graduation, PN students will wear a well-fitting, all-white graduation uniform (provided). As part of the ceremonial uniform for graduation, female students must wear caps. The Adult Education Office will distribute caps prior to graduation.
6. Clean **white** shoes must be worn as part of the graduation or pinning/recognition uniform.
7. If a student does not attend the graduation ceremony, the diploma or certificate can be mailed to them following graduation.

Graduation Ceremonies for Medical Assistant and Dental Assistant Students

1. Graduation ceremonies will be held after both groups complete their class and clinical requirements.
2. The Adult Education Office distributes invitations prior to graduation. The number of invitations printed is limited; however, invitations are not required for admittance to the ceremony.
3. Rehearsals are held at a designated time prior to the ceremony that is convenient for both groups.
4. Students will wear dress clothes for graduation.
5. 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

Prior to graduation, students that have received loans as part of their financial aid are required to attend a mandatory financial aid meeting. Also, students in programs longer than 300 hours must participate in an online exit interview.

National Technical Honor Society (NTHS)

The CiTi/CCCE Adult Education 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/CCCE Adult Education program
- Attendance record of 95 percent or more of the program hours are required

Process:

- CCCE/CiTi's Adult Education instructors 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/CCCE grade point average requirements
- The Director of Adult and Migrant Education, PN lead instructor, workforce liaison, and theory/clinical instructors 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 Adult Education 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 Adult Education Office no longer than two (2) years.

Placement Services

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

1. Within each program curriculum, time is spent on work-based learning (e.g., clinical and/or internship 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 Workforce Liaison and assisting those needing placement by making appropriate referrals
5. Email notification of new job postings when available

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/CCCE's policy to not release any paperwork to any student who either owes money to CiTi/CCCE or is in default of a student loan.

Section 6 - Financial Aid Issues

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 315-593-9400 or by visiting the website at www.CiTiboces.org.

Financial Planning

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

Program costs are due at the beginning of each new program and payment should be made at registration, unless a written financial aid plan allows for other arrangements. Acceptable forms of payment include cash, cashier's checks, bank checks, and MasterCard or Visa. No personal checks will be accepted.

Students are encouraged to review the 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 315-593-9400.

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

A student may request an individual payment contract which, based upon the particular circumstances, may be issued at the discretion of the 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 director with the withdrawal date being specified. In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance.

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

Refund and Payment Policy for all programs other than Practical Nursing

- 1) Drop within first 10% of CiTi program 90% refunded; 10% due CiTi
- 2) Drop within first 20% of CiTi program 70% refunded; 30% due CiTi
- 3) Drop within first 25% of CiTi program 50% refunded; 50% due CiTi
- 4) Drop within first 50% of CiTi program 25% refunded; 75% due CiTi
- 5) Drop exceeding 50% of CiTi program 0% refunded; 100% due CiTi

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

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

Financial Aid Sources

Financial assistance availability changes yearly. Students should contact the school Financial Aid adviser 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 for Practical Nursing, Medical Assisting and Dental Assisting Programs

Pell Grants
Stafford Student Loans
Parent Loans (PLUS)
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

Financial Aid Options for Nurse Assistant Program

County Departments of Employment and Training
ACCES-VR
Department of Veterans Affairs
AmeriCorps Awards
Private Agencies, such as Nursing Homes
Payment Plans

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.

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, MEDICAL ASSISTING & DENTAL 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. Electronic signatures with which to sign the online application may be obtained at www.pin.ed.gov. **The school code is 012783.**

Federal Stafford Student Loans/Parent Loans:

ONLY STUDENTS IN THE PRACTICAL NURSING, MEDICAL ASSISTING & DENTAL 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. Loan proceeds are disbursed twice per program. Students must also complete Entrance Counseling requirement on www.studentloans.gov.

Payment Plans:

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

Scholarships/Employers/Unions:

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

Vietnam Veteran (VVTA) or Persian Gulf Veteran (PGVTA) Tuition Award:

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

New York State Native American Aid:

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

Bureau of Indian Affairs (BIA):

Financial assistance for needy Native American students who are at least one-quarter American Indian, Eskimo, or Aleut and are an enrolled member of a federally recognized tribe. Must be a full-time student. Students may contact 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, Medical Assistant and Dental Assistant Students

Procedure for Packaging, Awarding & Disbursing of Aid

Practical Nursing, Medical Assistant and Dental Assistant students are eligible for federal financial aid and are encouraged to apply. Applicants are encouraged to contact a financial aid adviser. Applicants not wanting federal financial aid must submit a written statement to the Financial Aid Adviser declining the opportunity for the aid.

Once an applicant has been accepted into the program and once all financial aid paperwork is complete, the Financial Aid adviser will develop a funding plan and a funding packaging letter will be issued. 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 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:

$$\begin{array}{r} \text{COA (cost of attendance)} \\ - \text{EFC (estimated family contribution)} \\ \hline \text{Need for Aid} \end{array}$$

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.

Other Financial Aid Issues

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 officer 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 adviser. Documentation supporting the special condition will be required. The Financial Aid adviser'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) and satisfactory attendance 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 will 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 disbursements are made twice for each program. Pell payments are made electronically to the student's ledger. Students are notified of any electronic Pell payments through a memo. Pell payments to the student are in the form of a check. Grades and attendance are checked prior to the disbursement of any Pell monies. Pell payments will be held if either grades or attendance is not satisfactory.

Loan Disbursal

Student loan disbursals are prepared twice per program. The disbursals are usually one-half of the proceeds of the total amount borrowed. A schedule of disbursement dates will be provided to eligible students at the beginning of the program.

Grades and attendance must be verified before a disbursal is processed. The proceeds will be held if grades and/or attendance are not satisfactory and the student will be placed on probation. During the probationary 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. Any refund to the student will be in the form of a CiTi check and may take up to three (3) days to process. The Financial Aid adviser can hold loan disbursal up to 14 calendar days if a student is not in good standing. Students will be notified once refund checks are ready.

Students will be asked for photo identification when signing or picking up student loan refund checks in the Adult Education Office or the Business Office.

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.

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 participate in an exit interview/loan counseling session. Students must participate in the mandatory session and will receive information about the session prior to program completion. The school and the US Department of Education will track the repayment of a student loan. The Financial Aid adviser is available to assist any student having difficulty with the repayment of a loan.

Refund and Payment Policy for Programs (Practical Nursing, Medical Assistant, Dental Assistant and Automotive Technology & Services)

- 1) Drop within 1-10% of a payment period, either the first or second half of the program **90% refunded; 10% due CiTi**
- 2) Drop within 11-20% of a payment period, either the first or second half of the program **70% refunded; 30% due CiTi**
- 3) Drop within 21-25% of a payment period, either the first or second half of the program **50% refunded; 50% due CiTi**
- 4) Drop within 26-50% of a payment period, either the first or second half of the program **25% refunded; 75% due CiTi**
- 5) Drop exceeding 50% of a payment period, either the first or second half of the program **0% refunded; 100% due CiTi**

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

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 (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 Funds

The school will determine, according to federal regulation, the amount of Title IV grants or loan assistance the student earned as of the student's withdrawal date. Withdrawal date is defined as the last date of academic attendance as documented by attendance records.

If a student earned less Title IV funds than were disbursed, or were due to be disbursed as of the withdrawal date, the difference must be returned to the Title IV program. If a student earned more aid than was disbursed, or was due to be disbursed as of the withdrawal date, the difference will be treated as a post-withdrawal disbursement and will be disbursed to the institution and/or student as appropriate.

If a student completes 60 percent or less of the enrollment period, the percentage of Title IV aid earned is equal to the percentage of the enrollment period completed as of the withdrawal date.

If a student completed more than 60 percent of the enrollment period, the percentage of Title IV funds earned is 100 percent. The percentage of unearned Title IV funds is the complement of the amount earned. The amount of Title IV funds to be returned is calculated as follows:

$$\begin{array}{r} \text{Disbursed Aid} \\ - \text{Earned Aid} \\ \hline \text{Amount to be returned (Unearned Aid)} \end{array}$$

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

CiTi CODE OF CONDUCT

Introduction

The CiTi Board of Education is committed to providing a safe and orderly school environment where students may receive, and CiTi personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other CiTi personnel, parents/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's Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code"). Unless otherwise indicated, this code applies to all students, CiTi personnel, parents/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 school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
3. Attend school in an alcohol-, drug-, and tobacco-free environment.
4. Follow the standards of the CiTi Dress Code.
5. Have school rules and conditions available for review and, when necessary, receive an explanation of those rules by school personnel.
6. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
7. Attend school and participate in school programs unless privileges revoked for legally sufficient cause, or disciplinary reasons as determined in accordance with due process of law.

Responsibilities:

CiTi personnel and students recognize that rights imply certain responsibilities.

It shall be the responsibility of each student to:

1. Be familiar with and abide by all CiTi policies, rules, and regulations pertaining to student conduct.
2. Refrain from participating in any discriminatory practices against other students or CiTi personnel.
3. Show due respect for others and their property and contribute to an orderly, learner-centered environment.
4. Dress in accordance with standards adopted by the Board of Education and the Superintendent.
5. Be on time, maintain regular attendance, and remain in assigned areas.

6. Work to the best of their ability in all academic, Career/Technical, and extracurricular pursuits and strive toward the highest level of achievement possible.
7. Behave as a representative of CiTi and hold themselves to appropriate standards of conduct, demeanor and sportsmanship and accept responsibility for their actions when 1) receiving home-tutoring or itinerant services; or 2) participating in or attending school-sponsored events such as open house, field trips, club activities; or 3) riding in a vehicle that is used to transport students or school personnel.
8. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
9. Seek help in solving problems that might lead to disciplinary procedures.

Student Transportation

Some students are eligible for bus transportation to and from school. All students riding school buses or DOT-approved vehicles to and from school, or to and from school-related activities, are expected to maintain good conduct while traveling and observe the following rules:

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

Dress Code

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

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

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

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

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

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

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

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

1. Bomb threat, be it implied, written or verbal, or communicated electronically or in person.
2. False fire alarm, misuse of 911, or the discharge of a fire extinguisher.
3. Using vulgar, 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 principal, or designee. Any person observing an individual possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

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

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

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

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.
- Other extenuating circumstances (i.e., an Individual Educational Plan, 504 Accommodation Plan or Behavior Intervention Plan)

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability.

Student Driving Procedures

Students using vehicles on Burton Ramer Tech property shall obey all NYS traffic regulations and Burton Ramer Tech rules. Reckless driving and/or speeding will not be tolerated. **Student parking shall be allowed only in authorized areas. CiTi will not be liable for any damages to, or items missing from, either the interior or exterior of a vehicle.**

Student Parking Permit

1. Get request form from adult student handbook or Adult Education office.
2. Fill out form and sign as indicated.
3. Return form to the Adult Education office **within five (5) school days**.
4. The student parking permit form will then go to Security for processing.

Students who have been granted permission to drive must adhere to the following rules:

1. Parking is allowed only in the front lot area designated student parking.
2. Cars are not to pass buses with flashing red lights.
3. Drivers are expected to follow all posted speed limits and motor vehicle laws while on school property.
4. Students are to follow any directions given to them by security personnel.
5. Students are expected to arrive and leave on time.
6. All drivers will be expected to display a CiTi issued parking tag from the rear view mirror.
7. Adult students are not allowed to transport high school students without a completed Request for Transporting Passengers form or a Request for Passenger to Ride form.

Bringing a vehicle for servicing/repairing in a Burton Ramer Tech shop

1. Make a service appointment with the shop, and obtain permission of the teacher whose class will be performing the work.
2. Obtain a "Request for Automotive Services" form from the Career and Technical Education Office.
3. Park your car in the student lot until the work is to be performed. Do not park behind the main building.

School Grounds and Facilities Smoking/Tobacco Policy

#4560

TOBACCO USE SHALL NOT BE PERMITTED AND NO PERSON SHALL USE TOBACCO ON SCHOOL GROUNDS.

For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds contained within the District's preschool, nursery school, elementary or secondary school's legally defined property boundaries as registered in the County Clerk's Office; as well as any vehicles used to transport students or school personnel. ***STUDENTS MAY NOT LEAVE THE SCHOOL GROUNDS TO SMOKE.***

Posting/Notification of Policy

In compliance with the New York State Clean Indoor Air Act, the District will prominently post its Smoking/Tobacco Use policy in district buildings and supply a copy upon request to any current or prospective employee. The district will also designate a school official to tell individuals who smoke on "school grounds" that they are in violation of Article 13-E of the State Public Health Law, Education Law Sections 409 and 3020-a, and the federal Pro-Children Act of 1994.

Smoking/Tobacco

Students are not permitted to possess, smoke, or use tobacco products of any kind on any part of school property, or while attending school-related activities. (This includes matches or lighters.) Possessing a tobacco product or having a tobacco product or its byproduct (such as "chewing tobacco", nicotine inhalers, patches or gum) is in violation of the CiTi Board of Education Smoking/Tobacco use policy and New York State law.

Section 8 – Notifications and Signatures

Please Read and Respond

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Emergency Preparedness Plan

August 2017

Dear Adult Students:

As required by state and federal law, the Oswego County Legislature has developed an emergency preparedness plan in the event of a natural or man-made disaster. In particular, this plan addresses the possibilities of any type of situation at the nuclear power plants near the city of Oswego. CiTi is part of this plan as our main campus is located in the ten-mile emergency-planning zone (EPZ) of the Nine Mile Point Nuclear Power Plants. The type of action taken will depend upon the severity of the situation and the amount of advanced notice, such steps include:

Sheltering: In any case of an emergency, students will first be sheltered within school buildings. Attendance will be taken while we wait for further instructions.

Evacuation: If the Oswego County Legislature chairman orders CiTi to evacuate, all students shall do so according to the instructions provided. Once evacuated from campus, listen to your radio for public announcements, which the Legislature will generate as needed. As with any potential emergency situation, it is important to plan your family's response now. More information may be obtained by calling the Oswego County Office of Emergency Management at: 1-800-962-2792 or 591-9150.

Please check the appropriate box and sign the attached last page of this handbook as acknowledgement of receipt of this letter and return the last page to your instructor. If you have any questions, feel free to contact the Director of Adult Education at 315-963-4256.

Sincerely,

Carla M. DeShaw
Executive Dean of Workforce Development and Community Education

DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION

Description of and Information on Drug/Alcohol Abuse

Problems with alcohol and other drugs affect people from all walks of life. Most people who drink don't have a problem with alcohol, but if someone's drinking is causing disruptions at home or at work, it is a problem.

Alcoholism has warning signs, just like other diseases. Some of the physical signs and behaviors associated with the non-medical use of both legal and illegal drugs and alcohol are:

- Sudden changes in work or school attendance and/or performance.
- Withdrawal from family members and friends.
- Deterioration of physical appearance and grooming.
- Associating with known drug users/dealers.
- Chronic or excessive borrowing of money from family, friends and coworkers.
- Using alcohol or drugs to deal with problems.
- Having to drink or use drugs more and more to get the same high.
- Hiding how much you drink or use drugs.
- Forgetting things when you drink or use drugs.
- Getting angry when someone complains about your drinking or drugging.
- Having trouble stopping after the first drink or use of drugs.
- Using alcohol to control the highs and lows of other drugs.

These signs are not proof or a diagnosis of alcoholism or other addictions; that is best left to the experts. It may be hard to tell if someone has an alcohol or drug problem. Still there is cause for concern any time you feel someone's drinking or drug use is negatively affecting your life, interfering with family relationships or friendships, causing trouble on the job or at school or creating financial problems.

- When someone you know is drinking or using drugs do you:
- Blame yourself for the drinking or drugging and feel afraid to say anything?
- Feel hurt, angry, or scared?
- Try to hide the drinking or drugging problem from other people?
- Not know how the person is going to act from day to day?
- Feel like you can't trust the person?

Alcoholism and drug abuse affects everyone in the family. The alcoholic or addict doesn't want to hurt anyone, but loved ones, husbands, wives, and kids all feel the effects of the disease. In families with alcoholism or drug abuse, there are often fights, problems with money, and lots of stress. Many times there's also violence. It may be hard to admit that someone you love has a problem with alcohol or drugs. But remember that the alcoholic or addict is sick.

Alcoholism or drug abuse is a treatable disease. Alcoholics or addicts can get better when they stop drinking or using drugs.

In dealing with your own alcohol/drug problem, or that of someone close to you, it's important to remember that there are places to go for help, such as a certified treatment program, a health professional knowledgeable about addiction, your local council on alcoholism and other drug addictions, an Employee Assistance Program, and a variety of self-help support groups. All are good sources that can be found in your local phone book.

Drug and Alcohol Treatment Program Information:

Farnham Inc.

Substance Abuse Prevention, Intervention and Outpatient Treatment Services
Oswego, NY
315-342-4489

Al-Anon Family Group Headquarters

1-800-356-9996

Alcohol/Drug Abuse Hotline

1-800-662-HELP

Substance Abuse Treatment Facility Locator

Help with drug, narcotic and other substance abuse and addiction problems.

www.findtreatment.samhsa.gov

Substance Abuse Treatment

Find information on addiction, treatment, recovery & more online

www.drugfree.org/intervention

Drug Facts

Learn About the Effects of Pot & Illegal Drugs. Get the Facts.

www.freevibe.com

Find Drug Alcohol Rehabs

Free Answers & Information Online Local Drug Alcohol Detox Treatment

www.addictioncareoptions.com

48-HOUR PESTICIDE NOTIFICATION LETTER

Dear Parent/Guardian, Adult Student, School Staff:

New York State Law, Section 409-F, effective July 1, 2001, requires all public/non-public elementary and secondary schools to periodically throughout the school year provide written notification regarding potential use of pesticides, to all persons in parental relationship, faculty and staff.

CiT_i will maintain a list of all persons who have requested the written notification 48 hours prior to application of certain pesticides. **NOTE:** The following pesticide applications are not subject to the prior notification process when:

- The school remains unoccupied for a continuous 72 hours following application
- Anti-microbial products are used
- Non-volatile, tamper-resistant rodenticidal bait stations are placed in areas inaccessible to children
- Non-volatile, tamper-resistant insecticidal bait stations are placed in areas inaccessible to children
- Silica gels and other non-volatile ready-to-use pastes, foams or gels are placed in areas which are not accessible to children
- Boric acid and disodium octaborate tetra hydrate is used
- EPA designated bio pesticides are used
- EPA exempts the materials under 40CFR152.25
- Aerosol products with a directed spray, in containers of 18 fluid ounces or less, and are used to protect individuals from an imminent threat from stinging/biting insects, including venomous spiders, bees, wasps and hornets.

If an emergency application becomes necessary to ward off an imminent threat to human health, and the exposed individuals have a relation to any persons listed on the 48 hour Prior Notification List, a good faith effort will be made to send written notification to those listed.

If you wish to receive 48 hour prior notification of scheduled pesticide applications, please complete the attached form and return it to:

Mr. Leland Dusharm, Safety Officer
Office of Safety and Risk Management
Center for Instruction, Technology & Innovation
179 County Route 64
Mexico, New York 13114
Or FAX to: 315-963-8477

Please Print Center for Instruction, Technology & Innovation (CiTi)

Request for 48 hour prior Pesticide Application Notification

Student Name: _____

Your Name: _____

E-mail Address: _____

Address: _____

Day Phone: _____

Evening Phone: _____

Center for Instruction, Technology & Innovation

Notice of Availability: Asbestos Management Plan

As provided under the Asbestos Hazard Emergency Response Act, (AHERA -EPA 40 CFR 793), CiTi hereby makes known the steps it has undertaken to comply with AHERA and the availability of asbestos management plans.

1. Beginning in 1988, all district owned facilities were inspected for asbestos and management plans were developed for each building according to the requirements of AHERA. CiTi conducts re-inspections every three years. Jefferson Lewis BOCES completed the 2007 AHERA Triennial inspection and update to the asbestos management plans.
2. Periodic surveillance of asbestos containing building material is conducted every six months.
3. The custodial and maintenance staffs have undergone asbestos awareness training.
4. All response actions taken are within federal and state guidelines.

The management plan may be viewed at CiTi during normal business hours. For additional information, please contact our L.E.A. Designee, at 315-963-4251.

Acceptable Use Policy for Computers

CiTi Acceptable-Use Regulation & Agreement

Network Mission

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

Privacy Rights

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

Definition of User

A user is defined as any person that is not a District Official, Administrator 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 activities.

Responsibility of Users for Their Account Security

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

Illegal or Destructive Activities

Users may not use the network for any purpose that violates the law or threatens the integrity of the network or individual workstations. For example: Users will not attempt to gain unauthorized access to the network, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files, attempting to obtain passwords, or attempting to remove any existing network security functions. Users will not actively search for security problems, because this will be construed as an illegal attempt to gain access. Users must not intentionally develop or use programs to harass other users to attempt to violate the security or alter software components of any other network, service or system. Examples of such activities include hacking, cracking into, monitoring or using systems without authorization, scanning ports, conducting denial-of-service attacks and distributing viruses or other harmful software. Users must not attempt to damage hardware, software or data belonging to the school or other users. This includes adding, altering or deleting files or programs on local or network hard drives and removing or damaging equipment such as mice, motherboards, speakers, or printers. Further examples of unacceptable use include, but are not limited to: fraudulent use of credit card numbers to purchase online merchandise, distributing licensed software or installing software such as games in violation of software license agreements (privacy).

Inappropriate Material

Users will not use the network to access or distribute material that is obscene, pornographic, indecent or hateful, that advocates illegal acts or that advocates violence or discrimination toward other people. This includes but is not restricted to distribution through email, newsgroups or web pages. Exceptions may be made if the purpose of such access is to conduct research and if access is approved by both the teacher and the parent. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to their teacher or the network administrator.

Respect for Other Users

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

Resource Limits

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

Theft of Intellectual Property

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

Websites / Personal Safety of Students

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

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

- Visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors; and
- Internet sites which, in the Board's determination, contain material that is "inappropriate for minors".¹

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

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

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

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

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

- Use 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.

Unauthorized Disclosure and Dissemination or Personal Identification Information Regarding Minors. Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the CiTi web page or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student himself/herself.

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

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

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

Internet Filtering Categories

Violence / Profanity

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 authority to disable any account where there is a violation of this policy. The school may at its sole discretion determine whether a use of the network is a violation of this policy. Violations of this policy may result in a demand for immediate removal of offending material, blocked access, suspension or termination of the users account, or other action appropriate to the violation. The school reserves the right to act without notice when necessary, as determined by the administration. The school may involve, and will cooperate with, law enforcement officials if criminal activity is suspected. Violators may also be subject to civil or criminal liability under applicable law.

Appendix A

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

"Child pornography" is defined as:

"any visual depiction, including a photograph, film, video, picture, or computer or computer generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production 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]).

The phrase "harmful to minors" is defined as:

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

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

Notification of Rights

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

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

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

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

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

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

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

- a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Citi as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom CiTi has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another CiTi official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. FERPA also authorizes the release of "directory information" without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory information not be disclosed. The CiTi considers the following information "directory information":

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

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

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

Those parents/guardians or eligible students who do not want directory information released and/or do not want videotapes or photographs published and/or do not want the limited release of directory information to military recruiters and/or institutions of higher education, **must indicate such on the Parent Signature Page on page 8-26 of this handbook. The page must be returned to the Adult Education office within five days of reading this handbook.**

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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

Providing a Drug-Free, Safe School Environment

Dear Adult Ed Student,

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

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

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

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

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Todd". The signature is fluid and cursive, with a large initial "C" and "T".

Mr. Chris Todd, District Superintendent

Americans with Disabilities Act Notices and Procedures

Center for Instruction, Technology & Innovation

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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

Program Services: {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 {Mark LaFountain, 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: Mark LaFountain

Title: Assistant Superintendent for Personnel / ADA Coordinator

Office Address: 179 County Route 64

Mexico, NY 13114

Phone Number: 315-963-4224

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

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

The Grievance Procedure

- A grievance is a written method for making a complaint.
- If you think you have been discriminated against in an adult 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.kuurl.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

The {Adult Education and Workforce Development Services Office} 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: Mark LaFountain

Address: 179 County Route 64

Mexico, NY 13114

Phone Number: 315-963-4256

- Within 15 calendar days a complaint is received, {Mark LaFountain} 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, {Mark LaFountain} 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 {Mark LaFountain} or in (his/her) absence, any other person designated by the program or agency director.
- If the response by {Mark LaFountain} 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.
- {[Mark LaFountain](#)} shall maintain the files and records of {Adult Education and Workforce Development Services Office} 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

- 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.
- 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/reg2; Department of Justice, ADA Best Practices Tool Kit for State and Local Governments, <http://www.ada.gov/pca toolkit>. 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>.

STUDENT CONFIDENTIALITY AGREEMENT

I acknowledge that during my school year 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.

THE NEXT PAGES ARE THE SIGNATURE PAGES.

PLEASE READ CAREFULLY.

CHECK THE APPROPRIATE BOXES THAT APPLY,

PLEASE SIGN, DATE,

AND RETURN THESE PAGES

TO THE ADULT ED OFFICE

WITHIN 5 DAYS OF READING THE HANDBOOK.

YOUR TIMELY COOPERATION IN THIS MATTER IS
GREATLY APPRECIATED.

STUDENT Signature Page

Center for Instruction, Technology & Innovation

Adult Education and Workforce Development Services Office

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 received the information on the **Notice of Availability: Asbestos Management Plan**

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

.....
 I have read the **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

**Americans with Disabilities Act
SIGNATURE SHEET**

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

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

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

Signature of Service Recipient

Print Name of Service Recipient

Date

Witness

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

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

REFUND AND PAYMENT POLICY FOR ADULT EDUCATION 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 scholarship, grants or loans withdraws during the refund period, any refund due will be returned to the agency awarding the money, rather than to the student.

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

REFUND AND PAYMENT POLICY FOR ALL HEALTH OCCUPATION PROGRAMS EXCEPT PRACTICAL NURSING

- 1) Drop within 1-10% of CiTi program 90% REFUNDED and 10% due CiTi
- 2) Drop within 11-20% of CiTi program 70% REFUNDED and 30% due CiTi
- 3) Drop within 21-25% of CiTi program 50% REFUNDED and 50% due CiTi
- 4) Drop within 26-50% of CiTi program 25% REFUNDED and 75% due CiTi
- 5) Drop exceeding 50% of CiTi program 0% REFUNDED and 100% due CiTi

A percentage for refunds will be computed by taking the total number of course hours the program has been in session, compared to the total program hours possible. Only tuition is refundable. The laboratory and library fee, as well as cost of books and other miscellaneous items, are not refundable. **Tuition refund checks take up to 30 days to process after a request is submitted.**

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

REFUND AND PAYMENT POLICY FOR PRACTICAL NURSING ONLY

- 1) Drop within 1-10% of a payment period, either the first or second half of the program
..... **90% refunded, 10% due CiTi**
- 2) Drop within 11-20% of a payment period, either the first or second half of the program
..... **70% refunded, 30% due CiTi**
- 3) Drop within 21-25% of a payment period, either the first or second half of the program
..... **50% refunded, 50% due CiTi**
- 4) Drop within 26-50% of a payment period, either the first or second half of the program
..... **25% refunded, 75% due CiTi**
- 5) Drop exceeding 50% of a payment period, either the first or second half of the program
..... **0% refunded, 100% due CiTi**

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.**

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

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

AUTHORIZATION FOR EXCHANGE OF INFORMATION

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

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

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

STUDENT SIGNATURE

Date

CASE MANAGER'S SIGNATURE

Date

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

Student News and Photo Release

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

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

If you **do not** agree to participate, please **check the appropriate box, sign this page, and return it to your teacher**. Should you choose to sign this release, your participation in the program will not be affected in any way, ***and you will not be included in any material publicly distributed. You will be included in any material unless we receive the signed release.*** If you have questions, please call the Public Relations Department at CiTi, tel. 315-963-4273.

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

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

Student's Name (PLEASE PRINT CLEARLY)

Adult Ed Class (PLEASE PRINT CLEARLY)

Student's Signature

Date

August 2017

STUDENT CONFIDENTIALITY AGREEMENT

I acknowledge that during my school year 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 work station 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: _____

Adult Education
Practical Nursing/Nurse Assistant Program
Classroom & Lab Rules
Signature Sheet

Welcome to the CiTi Practical Nursing/Certified Nursing Assistant program. Below is a detailed list of classroom and lab rules. This has been provided to you as a way to ensure that everyone understands what is expected during classroom and lab time. We hope that everyone tries their best to adhere to these rules, as this will greatly enhance your learning experience.

- ❖ **iPods, MP3 players, headphones, CD players, radios** and other listening devices are prohibited in class or lab. Should you need a particular listening device for learning purposes, please bring this matter to your instructor's attention.
- ❖ **Cellular phones, iPhone, Blackberry** and other telecommunication devices are not allowed to be used during classroom or lab time. It is unacceptable to be text messaging or talking on these devices during classroom or lab time. It is, however, acceptable to use these devices during a.m. or p.m. break and during your lunch period.
 - We also recognize that many of you have families and may need to be contacted in case of an emergency. Please understand that the main Adult Education Office will come and get you from the classroom or lab should such a call come in.
- ❖ **Nature of Discussion** - As the content of your education includes physical, emotional and other disorders; many people feel it is valuable to their learning to hear other people's experiences with these disorders or to share their own experiences. It is recommended that you thoroughly consider whether or not you want to share this kind of information with your instructor and/or your classmates. Please note that no one is required to discuss their personal issues/disorders in class.
- ❖ **Confidentiality** - It is expected that the private information you are privileged to, remains private. Whether it is discussion of a clinical experience, a classroom discussion of a classmate's experience or real-life examples provided to you by your instructor, everyone must keep this information private and confidential. Please see your "Confidentiality Agreement" provided to you in your handbook for more information.
- ❖ **Behavior** - Disruptive behavior, including violation of these rules, will not be tolerated. Should you violate any of these rules or behave in a manner that is disruptive to other students/instructor, you will be asked to leave class and time missed will count against your overall time required to succeed in the program.
- ❖ **Homework/Assignments** - All homework/assignments must be turned in on time. On time means that it is handed in on or before the due date. For every day past the due date, five points will be deducted from the overall grade of the homework/assignment. You have five school days from the time the homework/assignment was due to hand it in for partial credit. If you do not hand in your homework/assignment by the end of the fifth day, it will not be accepted and you will receive a zero for that homework/assignment. A no-call/no-show on any day will result in a zero for any homework due that day. (See Section 3).
- ❖ **Quizzes/Exams**- Quizzes and exams are to be completed when handed out. These will not be postponed because you do not feel ready. You are expected to manage your time and study accordingly. Every effort is made to inform students of upcoming quizzes/exams ahead of time, as to allow for studying.
- ❖ **Absence on quiz/exam day**- Should you miss class time on a day with a scheduled quiz/exam (and have called the office to notify us that you will not be in); you must contact the instructor to arrange for a makeup. You must make up the missed quiz or exam within two days of your return back to school. If you have not made arrangements to make-up the quiz/exam before the two days expires, it will be counted as a zero.

- ❖ **Final Exams** - It is expected that everyone be in attendance for final exams. If you are absent on the day of a final exam, you must meet with the case manager, director or health occupations coordinator to appeal for a make-up exam. Extreme extenuating circumstances will have to be documented. Appeals will not just be granted. If the appeal is denied then you will receive a 0 for the final exam grade.
- ❖ **Addressing Instructors** - Students are expected to address instructors formally (e.g. Mr. Jones or Mrs. Jones). The only exception to this rule is if you are given permission by a particular instructor to address him/her another way. If you would also like to be addressed by your formal name, please let the instructors know of your preference.
- ❖ **Teamwork** - As a future health care worker, you will always be part of a team in one way or another. At times throughout the program, you will be assigned to teams or groups for various activities. Everyone is expected to work with fellow classmates in a respectful and courteous manner. *Inability to work well in a team speaks volumes for your potential as a health care worker.*
- ❖ **Library/Nursing Lab** - The Honor Library is available to students and resides in the nursing lab. You are expected to request the permission of your instructor to borrow materials. The ISS Library is also available to students and assists students in utilizing appropriate search engines to obtain media, periodicals and materials from the internet that augment nursing studies.
- ❖ **Lab Practice** - Each student is expected to use class/lab time efficiently. There will be times when you are waiting while other students are practicing or testing out in the lab. This waiting time does not mean it is okay to chat or take a break. It is expected that there be no talking (unless pertinent to lab/work) during this time, and students must be working on homework, group work, skill practice or studying. Anyone observed using this time unproductively will be asked to leave and your missed time will count against you.
- ❖ **Environment** - Each student is expected to assist with set-up and clean-up of classroom and lab environments. The lab must be tidy and restocked with mannequins put away and in appropriate positions. Mannequin parts should not be left out and must be returned to their proper place. The linens used in lab must also be refolded and returned to the cabinet unless soiled. Please alert instructors if there are soiled items needing attention.
- ❖ **Equipment** - Fortunately the Health Occupations Department has received some new books and equipment. All books/equipment are to be handled with care. Each student is expected to return books and equipment to the appropriate location when they are finished using it. Any books/equipment that is borrowed must be done with the permission of the Health Occupations coordinator and signed out. Please note that much of our equipment is fragile and some contains electronic function. We must all work carefully to maintain the quality and function of our equipment.
- ❖ **Tolerance** - It is expected that all students demonstrate tolerance of other students and instructors. It is unacceptable to speak to anyone in a demeaning manner or to suggest your intolerance with body language. If you are observed behaving this way, you will be asked to leave and your missed time will count against you.

**Students who are asked to leave will be written up formally and directed to the Adult Education Office to speak with the case manager or director. The office will deal with the behavior referral and assess how much time the student will miss.*

Student Signature _____

Date _____

