



**CTE** CAREER  
& TECHNICAL  
EDUCATION

at the Center for Instruction, Technology & Innovation

# STUDENT HANDBOOK

## 2018-2019





## **Notice of Non-Discrimination**

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

### **Purpose:**

The Oswego County BOCES is committed to creating and maintaining a working and learning environment which is free from discrimination or harassment. All complaints of discrimination and harassment will be thoroughly investigated to determine if the alleged behavior and circumstances constitute harassment, sexual harassment, discrimination or a form of misconduct. The BOCES' policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1963 as Amended by the Equal Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including harassment and sexual violence. Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

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

## **Disability/Gender Equity**

It is the policy of Oswego County BOCES to provide, through a positive and effective program, equal educational opportunities for all students regardless of race, color, religion, national origin, political affiliation, sex, age, marital status or disability. The Title IX, 504 Compliance Officer can be reached at (315) 963-4286.

## Welcome

The Career & Technical Education (CTE) faculty and staff take great pleasure in welcoming you to the Center for Instruction, Technology & Innovation (CiTi). We look forward to sharing a very pleasant and successful year with you. We encourage your active involvement in class work and student organizations.

Major objectives of CTE are to foster positive student work habits and attitudes, as they develop a sufficient degree of skills and knowledge to become career ready. The program also provides the necessary background and training to permit those students who have the ability and desire to continue their education at a post-secondary institution.

## General Information

### School Day

The morning session runs from 8:30 AM - 11:00 AM and the afternoon session runs from 12:00 PM - 2:30 PM. Students must report to their classrooms immediately upon exiting their buses. Students are not to leave their classrooms/labs until the 11:00/2:30 bell rings. Full-Day CTE will run from 8:30 AM to 2:30 PM.

### Lockers and Locks

- Students will be assigned a locker. Switching lockers with another student is prohibited.
- Use only the locker assigned to you and keep it clean and neat at all times.
- Unassigned lockers will occasionally be checked, and any contents will be confiscated.
- Lockers are not a safe place for valuables. It is the student's responsibility to ensure the security of his/her locker. Students are discouraged from bringing large sums of money or personal property not directly related to their program to school. **CiTi will not be liable for lost or stolen items – this includes mobile listening devices, cell phones, and other electronics.**
- People caught invading others' property will be punished to the extent that legal action may be taken.
- Students who deface, jam, or damage lockers will be charged with vandalism, and are responsible for replacement and/or repair.

**Note: Lockers are the exclusive property of CiTi and may be searched without warning.**

### All Day Request Form

Occasionally, a student asks to stay all day in his/her CTE program. The necessary permission forms to spend the day are available in the CTE Office. Permission must be secured prior to the day requested. Any student receiving permission to stay all day may not leave the campus between AM and PM sessions for any reason. Lunch can be purchased in the cafeteria or brought from home. The CTE teacher allowing the student to remain all day is responsible for that student during lunch time.

### Health Issues

A school nurse is available to provide care to students who become ill or who are injured during the school day. The nurse will determine if a student needs to be dismissed from school and make parent/guardian notifications of illness or injury. If it is determined that a student needs to leave school during the day, it is the parent's/guardian's responsibility to arrange for transportation home. It is vital that emergency contact numbers be on file if a parent or guardian is unable to be reached.

## **Medication Policy**

New York State and CiTi have safety procedures in place for all medications and /or medical treatments necessary during school hours. This includes prescription medications, medical treatments and all non- prescription (over the counter) medications, ointments or other topicals. Any of the above mentioned require the following to be allowed in school:

1. The school nurse must have a written directive by the health care provider. This must include: Student's name, DOB, diagnosis, medication name, dosage, and times given during school hours. This may be faxed directly from the health care provider's office to the school nurse, Ms. Marmon, at 963-4372.
2. The school nurse must have a written request by the parent/ guardian for the medication or treatment as specified by the health care provider. A verbal or telephone request is not sufficient.
3. The medication and or medical treatment supplies are delivered directly to the school nurse by the parent/guardian, unless prior arrangements are made between the parent/guardian and school nurse. (If the medication is to be transported on the bus, it must be placed in a sealed envelope, with a parent/guardian signed count sheet included and delivered upon arrival to the school nurse.)
4. The medication must be in the original container; the prescription must match the directions of the health care provider. Do not mix medications in same container, each separate medication requires a separate bottle with the correct pharmacy label.
5. The school nurse will count all medications upon receipt and notify parents or guardians as necessary. Refills for ongoing medications also require counting by parent/guardian, parent/guardian signature and school nurse count.
6. Parents/guardians are responsible to notify the school nurse of any changes to medications or treatments during school hours. All dosage changes require newly written directions from Physician. Discontinuation of daily medication needs written notification by parent/guardian or physician. Parents/guardians are required to pick up all unused medications or notify the school nurse to make other arrangements.
7. Medications cannot be shared among students. Only those students with a "Self-Carry" permission form from their physician can carry their medication. "Self-Carry" permission forms need to be on file in the Nurse's Office. Carrying medication without documentation could be considered illegal substances and therefore subject to disciplinary action.

These procedures are in place for the protection of all students. Any questions please contact the school nurse.

## **Accident Guidelines**

All accidents (no matter how minor) occurring in or on school property must be reported immediately to the teacher and the school nurse.

If a student is injured (no matter how minor) at school, the student must be sent to the nurse for evaluation. The parent/guardian will be notified as necessary, and an accident report will be filed. Injuries that necessitate the care of a doctor will be paid by the individual's primary health insurance carrier first and, secondarily, by the home school insurance carrier, and thirdly by CiTi student accident carrier.

## **Dismissal**

### *Dismissal to Parents/Guardians*

A student who is to be dismissed early needs written parent/guardian permission. The written permission should be given to Ms. Jamroz in the CTE office upon arrival. For safety reasons, we require parents/guardians to come into the school, report to the CTE Office, and show picture ID to sign out and pick up the student. Students will only be released to identified parents/guardians or other adults as outlined by written permission.

### *Dismissal to Designee Other Than Parents/Guardians*

A student picked up by a parent designee is also required to have written parent/guardian permission. The written permission should identify the person who will be picking up the student. The authorized person picking up the student must come into the school, report to the CTE Office, and show picture ID to sign out and pick up the student.

### *Early Dismissal*

No student may leave the campus without permission. Every effort should be made by students and parents/guardians to make doctor, dentist, and other appointments after school hours. If this is impossible, students must bring a note signed by their parent or guardian stating the date and time to be excused. Before leaving, students must sign out in the CTE office.

### *Emergency Dismissal*

If there is an early dismissal due to inclement weather or other unforeseen circumstances, an announcement will be made on the local radio and TV stations. If a student must be picked up at the CiTi or an alternate location due to an emergency, student release will be to designated parent/guardian and emergency contacts provided to the school by parents/guardians.

### **Child Custody**

In most cases, when parents are separated or divorced, both parents continue to have equal rights where their children are concerned. If you have a court order limiting the rights of one parent in matters such as custody, visitation, or school information, please bring a copy to school to be kept on file in the CTE office. Unless your court order is on file with us, we must provide equal access to both parents.

### **School Closing Announcements**

Notification for school closing due to snow or other emergencies will be as follows:

- Announcements will be made first to television stations 3, 5, 9, and 10. Watch for their red line report at the bottom of the screen.
- Local radio stations will be notified.
- The CiTi website at [www.citiboces.org](http://www.citiboces.org).
- Announcements will be given to stations as soon as a decision is made.

There are times when the Mexico School District closes and CiTi does not. You should listen carefully to hear if Center for Instruction, Technology, and Innovation (CiTi) and/or Oswego County BOCES is specifically mentioned.

### **Safety**

Proper work procedures and habits, which follow the recognized safety measures and practices in business and industry, will be stressed by teachers. If you are enrolled in a program or visit an area which involves hazards, you must wear appropriate personal safety attire and abide by safety rules for that area.

### **Emergency Drills**

Stay in place, lockdown, and evacuation procedures will be utilized in severe emergency situations.

#### *Stay in Place*

This is a procedure, which allows the school to continue with the normal school day, but restricts movement of staff, students and others from moving about freely. This type of sheltering is necessary when allowing free movement would cause congestion in the hallways and impede emergency services or when conditions outside the building have a potential to be dangerous.

### *Lockdown*

The CTE principal or other authorized personnel may initiate a lockdown if he/she believes that building occupants will be safest if locked inside classrooms, offices, or other lockable areas.

The purpose is to make access to other persons difficult for anyone within the building who may be trying to harm others. Examples include: shootings, riots, kidnapping, or any situation that could result in physical violence toward building occupants. Alternatively, it may be the most effective short-term way to protect building inhabitants from being exposed to an on-site suicide/death or serious injury.

- When you hear the lockdown announcement, students are immediately collected and secured under teacher/administrator supervision. Proceed to the nearest classroom or lockable area.
- Those needing special assistance are aided.
- When inside, secure area, lock all doors and windows, draw blinds, cover windows including door window.
- Students and staff are directed to sit on the floor.
- Attendance is taken, and student accounting is reported to staging area supervisor.
- Keep away from doors or windows, remain silent. Stay where you are unless ordered by a police officer or administrator to move elsewhere.
- Wait for further instructions.

### *Evacuations (Fire Drill)*

NY State Law requires school fire drills. Instructions regarding the evacuation of the building are posted in each classroom or shop area. Classes should report to their designated areas. If the fire warning sounds while a pupil is not with a class, he/she should report to the nearest reporting area for attendance. There should be no talking or inappropriate behavior during a drill. When a fire warning sounds, students will be instructed to leave quietly, close all windows, and turn off the lights. The last person to leave the room should close the door.

Educational Law mandates that the director or other person in charge of every public or private school or educational institution within the state (except colleges and universities) must instruct and train their pupils on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals. A minimum of 12 drills must be held each school year, eight of which shall be held prior to December 1. For more complete procedures, refer to the CiTi Comprehensive Emergency Management Plan which is located in the CTE Main Office.

### **Textbooks/Program Provisions**

Students are responsible for the care and maintenance of their assigned textbooks and will be required to pay for lost books. We expect a reasonable amount of wear. If textbooks and/or required materials are not returned, certificates and profiles may be withheld. Any item(s) provided to students as part of their program of study is the property of CiTi.

### **Evaluation and Employability Profiles**

The ultimate determination of your success or failure in your course work in CTE is not only your final grade, but your employability skills as well. Teachers will assess and evaluate attitudes, behaviors, and skills each marking period, and an Employability/21<sup>st</sup> Century Skill Progress Report will be completed at the end of each marking period and the school year. This profile becomes a part of your final student record at CiTi, and copies are sent to parents/guardians and component school counselors. Employers, colleges, and the military can also receive copies at your written request.

Quarterly grades are sent to component districts and will be placed on district report cards. These grades will become a part of your official high school transcript. Interim progress reports are also sent to parents/ guardians and to component school districts. Copies of grades and employability profiles are in the CTE Office.

## **Certificate of Completion**

The faculty, staff, and administration expect each student to be in attendance every day school is in session. A completion certificate will be granted to those students who pass their class. A seal of achievement will be added to the completion certificate for students who meet all course and attendance requirements.

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

CTE students are nominated by their teachers based on the established criteria of the NTHS:

- maintain a 90% or higher average in their CTE class
- maintain an 80% or higher grade point average at their home school
- maintain a high attendance rate, and
- exhibit the following personal attributes: dependability, trustworthiness, responsibility, safety conscious, leadership, and an exemplary attitude.

See the advisors, Ms. Finnerty (315) 963-4239, Ms. Prye (315) 963-4431, or your teacher for details.

## **Student Organizations**

Student organizations provide an opportunity to develop leadership abilities through school activities. The student clubs offered through CTE are:

- SkillsUSA – See Mr. Wood, or your teacher for more details.
- Signature Club (Culinary Arts) – See Chef Jerrett or Chef Passer for more information. (Culinary Arts students only)
- Future Farmers of America – See Ms. Petrocci (Project Explore) for more information.
- CTE Student Senate – See Ms. Defren for more information.
- CTE Student Safety Committee – See Mr. Weiss or Mr. Tompkins for more information.

## **Transportation**

Student transportation to and from CiTi is the responsibility of the home school district. Students may not drive or ride with anyone without special written permission (see Code of Conduct, Transportation).

## **Electronic Devices**

Cell phones, portable listening devices, headphones, electronic games, laser pointers, and other such devices serve to disturb or distract classes and may also be lost or stolen. The use of electronic devices during program time is at the discretion of the teacher/administrator. CiTi is not responsible for lost, stolen, or broken items.

## **Career Planning and Counseling Services**

Services include academic planning and college planning, career assessment, computer assisted career guidance, portfolio development, scholarship information, and general counseling.

## **Report Cards**

CTE course grades are sent to the high schools. These grades appear on the report cards that are sent home by the schools. If a student or parent/guardian has any questions about grades, contact the career and technical education teacher at (315) 963-4251.

## **Course Changes/Course Drops**

After discussion with your teacher, contact a guidance counselor to assist you with possible changes. Since the CTE counselors work closely with your home district counselor, changes will need to be discussed with respective high school counselors and the CTE counselors. It is much easier to switch a class earlier in the school year than later. If you have concerns, please talk with your home school counselor, a CTE counselor, or your CTE teacher so we can help you build your career pathway.



## Work Site Tours

Students need to have a completed Permission Form and Medical Authorization Form on file with the CTE Main Office to participate.

## Work-Based Learning Programs

Work-Based Learning (WBL) experiences are available to students through the CTE programs. Upon meeting program criteria, students may be able to participate in Worksite Tour, Job Shadow, Internship, Capstone, Clinical Experience, or Rotations. These WBL experiences are an important component of the CTE learning experiences.

	<b>Worksite Tour</b>	<b>Job Shadow</b>	<b>Internship</b>	<b>Capstone</b>	<b>Clinical Experience (Certified Nursing Assistant students)</b>	<b>Rotations (New Vision students)</b>
<b>Major Objective</b>	Introduction to care exploration and workplace behaviors	Focused career exploration with worksite component	Workplace exposure through hands-on experiences	Continued school-based skill development with worksite component	Work experience and training related to classroom instruction and program requirements	Focused on-site career exploration at various locations
<b>Time Span</b>	One half /full day per occurrence	1-2 day experience	2.5 hours per day up to 4 weeks (as determined by instructor), maximum of 4 days per week	Release from BRTCC class to attend workplace, if necessary, duration to be determined by instructor	Experiences coordinated throughout the school year to meet state license regulations	Multiple location experiences throughout the school year (Tuesdays/Thursdays)
<b>Tasks</b>	Student Observation	Student is provided an opportunity to explore and gain experience related to career Training	Student is provided an opportunity to explore and gain experience related to career training	Student is provided an opportunity to explore and gain experience related to career training for wages	Student performs tasks at the clinical site as required for state licensing	Student observation and/or participation is determined by career focus

**Note:** Additional restrictions may apply to each WBL program.

## **Student Driving Procedures**

Students attending CiTi classes are expected to use the school buses provided to transport them. In those instances where students need to provide their own transportation, driving permits will be issued through the CTE Office. When a student is employed immediately after their CTE program and driving to CiTi is the only way to be on time for the job, the student will be required to submit a note from their employer stating the days and hours employed. Permission to drive must first be obtained from the home school principal, then from the CTE Principal. Students can obtain the appropriate forms from the CTE Office. Students are responsible for obtaining necessary signatures and submitting forms to the CTE Office.

Permission for a student to drive to CiTi from home school is a privilege, not a right, and may be granted only after all the appropriate forms have been signed by the parent/guardians, home school principal, and BRTCC administration. Generally, driving to CiTi is not permitted. The CiTi will not be liable for any damages to, or items missing from, either the interior or exterior of a vehicle.

Students using vehicles on CiTi property shall obey all NYS traffic regulations and CiTi rules. Reckless driving and/or speeding will not be tolerated and will result in immediate loss of driving privileges.

### **Student Parking Permit**

1. Get Student Parking Permit request form from CTE Main Office.
2. Have form filled out and signed as indicated.
3. Return form to the CTE office at least five (5) school days before the day you wish to begin driving to CiTi. Written justification of "legitimate need" is required for driving permission with a letter from employer indicating work hours.
4. Your previous driving record with CiTi will be reviewed by the CTE office.

### **Transporting Passengers**

1. Get Transporting Passengers request forms from CTE Main Office.
2. Have forms filled out and signed as indicated.
3. Return both forms to the CTE office at least three (3) school days before the day you wish to transport passengers and passengers are to ride to CiTi. BOTH FORMS MUST BE RECEIVED.
4. Your previous driving record with CiTi will be reviewed by the CTE Main Office.
5. You may check back in with the CTE office on the third day after turning in the forms to receive a letter stating whether permission has been granted or not.

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

1. Students are not allowed to transport unauthorized passengers.
2. Parking is allowed only in the front lot area designated student parking.
3. Students are not allowed to go to their cars during the school day.
4. Cars are not to pass buses with flashing red lights.
5. Drivers are expected to follow all posted speed limits and motor vehicle laws while on school property.
6. Students are to follow any directions given to them by security personnel.
7. Students are expected to arrive and leave on time.

### **Bringing a vehicle for servicing/repairing in a CTE shop**

1. Make a service appointment with the shop and obtain permission from the teacher whose class will be performing the work.
2. Obtain a "Request for Automotive Services" form from the CTE Main Office. Cars are not to be brought to campus without the proper paperwork.
3. Obtain your home/sending school principal's signature.
4. Return to the CTE Main Office to obtain the CTE Principal's signature.
5. Park your car in the front lot until the work is to be performed. Do not park behind the main building.

*Skateboards, rollerblades, in-line skates, scooters, bicycles, motor bikes, snowmobiles, go-carts, ATVs or similar vehicles or devices shall not be ridden, driven or operated on school grounds.*

## CiTi Comprehensive Attendance Policy

### Definitions

Whenever used in this section, the following terms shall have the respective meanings hereinafter set forth:

1. **Pupil** – a student enrolled in a CTE, alternative education, special education, or adult education program.
2. **Register of attendance** – Any written or electronic record is maintained for recording the attendance, absence, tardiness, or early dismissal of a pupil.
3. **Scheduled instruction** – Every period that a pupil is scheduled to attend actual instructional or supervised study activities during a school day during the school year from July 1 through June 30.
4. **Teacher** – A member of the teaching or supervisory staff in a position appropriate for the maintenance of pupil records.
5. **Employee other than a teacher** – A suitable person other than a teacher employed in a position appropriate for the maintenance of pupil records.
6. **Absent** – The pupil is not present for the entire period of the pupil's scheduled instruction.
7. **Tardy** – The pupil arrives later than the starting time of the pupil's scheduled instruction.
8. **Early Dismissal** – The pupil leaves prior to the end of the pupil's scheduled instruction.
9. **Excused** – Any absence, tardiness, or early dismissal for which the pupil has a valid approved excuse. Such excused non-appearance shall include: personal illness or injury, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the CTE Principal, component school functions (pep rallies, field trips, assemblies, etc.), mandated social services appointments, and other reasons as may be approved by the Commissioner of Education. The supervisor of pupils in our adult programs may at his or her discretion determine if job responsibilities warrant excused absences.
10. **Unexcused** – Any absence, tardiness, or early dismissal for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include but not limited to: shopping trip, family vacation, oversleeping, absence to allow for more time to complete school work or study for a test, missed the bus, skipping classes, and other absence that is not excused.
11. **Truant** – Unexcused absence without permission or knowledge from home or school.
12. **Suspension** – Absence from school by the CTE Principal's or Superintendent's direction for disciplinary reasons.

## Attendance Strategies & Incentives

To encourage student attendance, the following strategies and incentives shall apply:

1. **Notice of Absences** – it is the responsibility of the parent/guardian to notify the school of all absences on the day they are to occur. They may do so by contacting Ms. Jamroz in the CTE Main Office (315) 963- 4255 or sending a written note for planned appointments. If there is no report made, the pupil's parent/guardian shall be notified of the pupil's unexcused absence, tardiness, or early dismissal according to the following: Where a pupil has not been marked as present within the first half hour of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent/guardian to learn the nature of the pupil's absence and notify the parent/guardian that the pupil has not arrived at school:
  - A. For every five (5) unexcused absences, instances of tardiness, cuts/walkouts, or any combination thereof, the pupil's parent/guardian shall receive a written notice containing the dates, times, and the nature of the pupil's unexcused non-presence;
  - B. Where a pupil appears to have left school grounds without permission, the school will attempt to notify the parent/guardian immediately.
2. **Disciplinary Procedures** - A pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early dismissal, including verbal and written warnings, detention, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.
3. **Incentives** – Teachers shall work with the CTE Principal to create and implement classroom-based incentive programs for excellent attendance, including, but not limited to extra credit and additional privileges.

If you know in advance that you will miss class time at CiTi, please call (315) 963-4255, and the teacher will be notified.

Any questions you have regarding attendance may be addressed by contacting Ms. Jamroz in the Career & Technical Education Main Office at (315) 963-4255.



## **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 ground” 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 or e-cigarette 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 BOCES Board of Education Smoking/Tobacco use policy and New York State law.

## **NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLANS**

On October 22, 1986, the United States Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require schools to inspect for friable and non-friable asbestos, develop an asbestos management plan that addresses asbestos hazards in school buildings, and implement response actions in a timely manner.

The CiTi program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. This plan contains information on our inspection, re-inspection, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or are in progress.

You may review this plan at the Operations and Management Office, or at the Safety and Risk Management Office, 179 County Rte. 64, Mexico, NY.

If you have questions regarding the CiTi Asbestos Management Plan, please contact the Superintendent of Buildings and Grounds at (315) 963-4211.

## **Acceptable Use Policy for Computers**

### **Oswego County BOCES 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 BOCES' property, subject to BOCES 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 of prohibited activities.

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

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

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

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

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

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

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

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

#### **Inappropriate Material**

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

## **Respect for Other Users**

Restrictions against inappropriate language or images apply to personal email, newsgroup postings and material posted on web pages. Users will not use obscene, profane, vulgar, inflammatory, threatening or disrespectful language. Users will not post false or defamatory information about a person or organization. Users will not post information that, if acted upon, could cause damage to individuals or property.

Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. This includes, but is not limited to, distribution of unsolicited advertising, chain letters, and email spamming (sending an annoying or unnecessary message to many people). If a user is told by a person to stop sending them messages, the user must stop. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. Users will not forward a message that was sent to them privately without permission of the person who sent them the message. Users must not send mail that does not accurately identify the sender, the sender's return email address, and the email address of origin.

## **Resource Limits**

No software shall be downloaded from the Internet or email on the workstation without prior permission from Instructional Technology personnel. Software installed by any user other than IT personnel is considered a violation of policy. If authorized, users will download the file at a time when the network is not being heavily used immediately remove the file from the network server to their workstation. Users have a right to temporary use of disk storage space and are responsible for keeping their disk usage below the maximum size allocated. Extremely large files, if left on the network for an extended period, may be removed at the discretion of the Director of Technology.

Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota. Users will subscribe only to discussion group mail lists that advance and are relevant to their education or professional/career development. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.

## **Theft of Intellectual Property**

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

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

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

<sup>1</sup>The terms "obscene", "child pornography", "harmful to minors" and "matter inappropriate for minors", used throughout the policy, are defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (Public Law 106-554) See appendix A on page 41.

**Matter Inappropriate for Minors.** The Board will (from time to time) determine by resolution what Internet material is "inappropriate for minors" in the BOCES. 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 or 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/guardians' permission.



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

- Use the BOCES' 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.** Personal, identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the [District's or BOCES'] 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 using 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 Executive 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	Sexual Acts
Education Partial Nudity	Militant/Extremist
Gambling/Questionable Illegal	Gross Depictions
Full Nudity	Drug Culture
Alcohol/Tobacco	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 Executive 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.

## **Code of Conduct**

Print copies of the student Code of Conduct are available in each classroom, in the CTE main office, and on the school's website. Additional print copies are available by request. See Ms. Ketchum in the CTE main office.