



September 2009

Welcome to Capital Region Career and Technical School. We are dedicated to empowering students to achieve individual and collective success. As a learning community, we have a commitment to:

- Quality education for all students.
- Creative solutions providing alternative education experiences that incorporate state and national standards.
- Career development enriched by business partnerships and state-of-the art technology.
- Continuing education that establishes a foundation for lifelong learning.
- Comprehensive education and supportive links.

We expect students to:

- Respect that everyone has a right to a safe, healthy and appropriate learning environment.
- Take responsibility for their behavior and its effects on others by respecting staff, peers and themselves.
- Attend class ready to learn and prepare to work.
- Accept and appropriately respond to feedback.
- Communicate their needs in a respectful and polite manner.
- Demonstrate professionalism by working with integrity, commitment and enthusiasm.

Have a great school year!

Theresa Swett, Principal
Albany Campus
1015 Watervliet Shaker Rd.
Albany, NY 12205
518-862-4800

Raymond A. Paglieri, Principal
Schoharie Campus
174 Route 30A
Schoharie, NY 12157
518-295-3000

STUDENT HANDBOOK

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The Capital Region Board of Cooperative Educational Services does not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the BOCES Director of Human Resources and is available from 8 a.m. to 4 p.m. weekdays at the Capital Region Board of Cooperative Educational Services, Albany-Schoharie-Schenectady-Saratoga Counties, 900 Watervliet-Shaker Road, Albany, New York 12205; (518) 862-4910.

CLASS SCHEDULE

	<u>ALBANY CAMPUS</u>	<u>SCHOHARIE CAMPUS</u>
Session I:	8:10 a.m. - 10:34 a.m.	8:35 a.m. - 11:05 a.m.
Session II:	11:10 a.m. - 1:34 p.m.	11:55 a.m. - 2:25 p.m.
Mid-Session:	10:34 a.m. - 11:10 a.m.	11:05 a.m. - 11:50 p.m.
Full Day:	8:10 a.m. - 1:34 p.m.	

PHONE NUMBERS

Albany Campus Main Office	(518) 862-4800
Albany Campus Principal	(518) 862-4807
Albany Campus Attendance	(518) 862-4806
Albany Campus Career Center/Guidance/Services	(518) 862-4816
Schoharie Campus Main Office/Principal/Guidance Services	(518) 295-3000
Schoharie Campus Attendance Office	(518) 295-3008
Adult Education Principal	(518) 862-4707
Health Careers & Services Supervisor	(518) 862-4709
Director's Office	(518) 862-4744

CAPITAL REGION CAREER AND TECHNICAL SCHOOL MISSION STATEMENT

VISION STATEMENT

The Capital Region Career and Technical School provides educational opportunities in applied learning, technology and academics that are on course for the future.

MISSION STATEMENT

The Capital Region Career and Technical School, in collaboration with business and community partnerships, provides educational opportunities dedicated to empowering students to enter the workforce, compete in a global marketplace, and engage in life-long learning.

BELIEF STATEMENTS

We believe that:

1. All students are unique and have the ability to learn.
2. Respect, honesty and open communication promote a sense of trust, well-being and foster self-esteem.
3. Dedicated staff and internship experiences develop student accountability, responsibility and independence.
4. Applied learning, technology and integrated academics are essential to successful student experiences.
5. Continuous staff development provides professional opportunities to better serve students.

CAREER & TECHNICAL SCHOOL WEBSITE - www.bocescareertech.org

ADMINISTRATIVE STAFF

BOCES District Superintendent
Director of Career and Technical Education

Charles S. Dedrick
Hank Stopinski

Albany Campus Principal
Albany Campus Assistant Principals

Theresa Swett
Larry Hinman
Deborah Kaplan

Schoharie Campus Principal

Raymond A. Paglieri

Health Careers & Services Supervisor
Health Careers & Services Assistant Principal

Paula Negri
Richard Rose

SCHOOL NURSES

Albany Campus
Schoharie Campus

Marilyn Burns
Barbara Flood

PUPIL SERVICES/CAREER CENTER PERSONNEL

Guidance Counselors

Eileen Coffey
Joanne Conlen
Jeannine Moran
Ellen Sherman

Special Education Consultants

Denise Capece
Jeffrey Guthrie
Gretchen McDonough
Timothy Roberts

Social Workers

Walter Haynesworth
Deborah Toy

Work Based Learning Coordinators

James Haas
Marc Peimer

VISITORS TO THE SCHOOL

In the interest of school safety:

- Visitors will report to the main office upon arrival, sign in and be issued a visitor's badge to be worn at all times while in the school or on school grounds.
- Visitors are not allowed to enter a classroom without permission from the building administrator.

PHONE CALLS TO STUDENTS

Should a parent/guardian need to speak to a student, he/she should call the main office at the Albany Campus at (518) 862-4800 or the Schoharie Campus at (518) 295-3000 and leave a message for the student. The student will be called down to the main office to return the call to the parent or guardian. Please do not call the student on their cell phone during school hours.

FEES

A fee is charged to cover the cost of the following items:

- Cosmetology kits
- Nurse assistant testing fees
- Uniform (if required)
- Tool kit (deposit)
- Some safety equipment

Additional costs can include work boots, work clothes, locks for lockers, school supplies and some hand tools. Other fees may be necessary depending on the course.

PHYSICAL EXAMS

Students working in health related or daycare facilities are required to provide documentation of current physical examination and immunization record.

SAFETY GLASSES

A student's first pair of safety glasses is free. However, it is the responsibility of the student to purchase additional pairs if necessary.

STUDENT DRESS CODE

According to the Career and Technical program for which the student is enrolled, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. All district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance; including hair, jewelry, make-up, and nails shall:

- Be safe and appropriate and not disrupt or interfere with the educational process.
- Not include items that are vulgar, obscene or libelous or that denigrate or endorse hate of others on account of race, color, gender, religion, ethnic origin, sexual orientation or disability in an expressed or implied manner.

TEXTBOOKS

Textbooks, equipment in CTE classes, and technology are all provided for use by students. Students will be charged to repair or replace these items if lost, stolen or damaged.

ATTENDANCE POLICY AND PROCEDURES

The Capital Region Career & Technical School recognizes the important relationship between class attendance and student performance. Credits are granted based on the number of skills hours completed; therefore, maximum attendance is required for students to earn CTE credit.

The first week of school the Capital Region Career and Technical School Attendance Policy will be sent home with each student to be signed by parent/guardian and returned to the student's teacher.

Each absence must be accounted for. **It is the parent/guardian's responsibility to notify the office on the morning of the absence.** Should a teacher request that students call him/her about their absence, a call must be placed to the attendance desk as well. Please call the Albany Campus at (518) 862-4806 or the Schoharie Campus at (518) 295-3008 to report an absence.

Students in the **Theatre Technology** program at Proctors and **New Visions** programs located off campus should notify their teacher when they are absent.

Students participating in **Work Based Learning** at off campus facilities are required to contact the attendance office at (518) 862-4806 for Albany students and (518) 295-3008 for Schoharie students if they will be absent on any given day. They may also be required to contact their teacher upon arrival at the work site.

The Attendance Policy Is As Follows:

1. Extenuating circumstances will be reviewed by the principal.
2. There may be a limited opportunity to make up absences by special arrangement.
3. Only excused absences can be made up.

The following reasons for student absences from school are recognized as excused with supporting documentation:

1. Student illness (note from doctor if one is seen)
2. Illness or death in the student's family
3. Impassable roads or weather making travel unsafe
4. Religious observance
5. Home school transportation cancelled or late
6. Approved school-sponsored trips or related home school activities.
7. Medical quarantine
8. Required court appearance with documentation (official note)
9. College visit with prior approval from administration

Any other absence is considered unexcused.

- ▶ Unexcused absences are absences that are not permitted by New York State. A student who is absent without parental knowledge is truant and will be denied make-up time.
- ▶ ***WRITTEN VERIFICATION OF THE ABSENCE IS REQUIRED UPON RETURNING TO THE SCHOOL WITHIN 3 DAYS. WITHOUT WRITTEN VERIFICATION, THE ABSENCE IS UNEXCUSED AND MAKE-UP TIME WILL BE DENIED TO THE STUDENT.***

Exemptions to the Attendance Policy

1. Students attending or participating in educational field trips and/or other school related activities approved by the school would be counted as present. Therefore they would not be affected by these guidelines.
2. Once a student is approved by his/her home school for home instruction, he/she will not be counted as absent.
3. Closings.

Notification

Students will be notified in writing of their absences at the 6-day and 12-day point. A notice is also sent at the 18-day point. A meeting will be held to develop a plan to assist the student in attending school on a daily basis. We strongly encourage parental support and participation.

1. **SIX (6) ABSENCES** - A written notice will be sent to the parent/guardian and to the home school designee expressing concern that the student has had six or more absences. The letter will advise that excessive absences could impair the student's ability to advance to the second year of the program or to graduate from high school.
2. **TWELVE (12) ABSENCES** - A written notice will be sent to the parent/guardian and to the home school district stating that the student has had 12 or more absences. If an attendance problem is found to exist, parent/guardian may be requested to come to the Career & Technical School to participate in a conference.
3. **EIGHTEEN (18) ABSENCES SINCE THE BEGINNING OF THE SCHOOL YEAR** - A written notice will be sent to the parent/guardian with a copy to the student's home school district designee advising that the principal/assistant principal of the Career & Technical School is requiring a conference involving the parent/guardian and district representative. At that conference, a decision will be made regarding the student's continued placement.

Action by Superintendent

The superintendent of the home school district shall review the report from the Career and Technical School principal and may consider action by giving written notice to the student and the parent/guardian of the proposed recommendation and of their right to a fair hearing pursuant to Section 3214(3) of the Education Law.

Appeal

Appeals for loss of credit may be made to the Career and Technical School principal. The student must provide supporting documentation of excused absences. The student, the parent/guardian, home school counselor, Career and Technical School counselor, instructor and administrator will attend the appeal meeting. If approved, the student will have a limited opportunity to make-up lost hours by arrangement with the program instructor. *Note: This procedure does not apply to students in service level classes who do not receive credit. Students in the Alternative Education program will have each missed class counted individually.*

EARLY DISMISSAL

At the Career and Technical School, students learn by doing. This is difficult when doctor's appointments are scheduled during class. We encourage students to schedule appointments around Career and Technical School classes. If missing a class is absolutely necessary, the student should bring a note from his or her parent/guardian to the main office. The note should request permission for dismissal, list method of transportation and the reason for early dismissal. Students should sign out in the main office when they leave. If a student leaves because of illness, he or she should first visit the school nurse.

TARDINESS

Students arriving late ***must sign in and pick up a late pass at the main office*** before going to class. Excessive tardiness will not be tolerated and may lead to negative consequences such as in-school or out of school suspension. Seniors with driving privileges who are consistently tardy will have their driving privileges revoked.

PASSES

Students who are in the hall during class must be accompanied by a teacher or have a hall pass.

BEHAVIOR

A student's time in school is limited. School expectations reflect the reality of the workplace where poor behavior and lack of work ethic could result in job loss. Our disciplinary code is strictly enforced for this reason. Violation of the rules listed below could result in suspension from the Career and Technical School.

CODE OF CONDUCT

- Respect that everyone has the right to an appropriate, safe and healthy learning environment.
- Be responsible for your behavior and its effect on others by respecting staff, peers and yourself.
- Attend class ready to learn and prepare to work.
- Accept and appropriately respond to constructive feedback.
- Communicate your needs in a respectful and polite manner.
- Demonstrate professionalism by working with integrity, commitment and enthusiasm.

Students must:

- Follow our code of conduct.
- Follow safety rules.
- Respect the rights of others.
- Listen to instructors and/or staff members.
- Adhere to expectations established in class.

It is our procedure that students suspended out-of-school cannot attend either the Capital Region Career and Technical School or their home school.

Students must not:

- Possess weapons, weapon look a-likes or other paraphernalia used as weapons on school property.
- Bring alcohol or drugs onto the campus (Our campus is a Drug Free Zone).
- Be under the influence of alcohol or drugs.
- Smoke or use tobacco products anywhere on the campus (Our campus is a Smoke Free Zone).
- Fight with or harass other students.
- Destroy school property or the property of others.
- Steal from other students or school property.
- Sell items on the property.
- Use cell phones or any portable electronic device such as headset/portable CD players, radios, iPods, etc. in the classroom.
- Exhibit horseplay in the classroom or on the campus.

Bullying

The Albany & Schoharie Career and Technical Schools are committed to providing our students and staff with an educational and working environment that is safe, secure, promotes respect, dignity, equality and is free from bullying. Bullying is prohibited on school grounds and at all school-sponsored programs and events, including those taking place off school property.

Bullying for the purpose of this policy is defined as harassment, aggressive behavior or other overt action, whether verbal or physical, which is intended, or could reasonably be expected, to cause distress, harm, ridicule, humiliation and/or intimidation. Bullying can be face-to-face, or carried out by phone, over the Internet and other ways directed at another person through the "posting" of sensitive and/or private information.

Instances of bullying will be dealt with within the context of the disciplinary code consistent with the frequency of the behavior and severity of the infraction.

ACADEMIC INTEGRITY

The Career and Technical School is committed to an environment of respect. While the standards of academic integrity cannot be listed entirely, the following behaviors are unacceptable:

Students should not:

- Cheat: Using unauthorized notes or information on an examination; allowing another person to do one's work.
- Plagiarize: Submit material that is not entirely one's work.
- Falsify records and official documents.

Students could be subjected to a continuum of consequences from a "0" on the specific assignment up to expulsion from the program.

Leaving School Grounds/Truancy

No student may leave school grounds after arriving at school without approval of the administration. A parent/guardian requesting that a student leave school must submit a written request, in advance, to the attendance office. The request is verified and a dismissal slip is issued.

In-School Suspension

In-School Suspension (ISS) is a program in which students who are suspended attend school, but do not attend their regular classes. Students will attend ISS for the normal school day, where they are given assignments and guidance by the coordinator. These assignments will be returned to the teacher for grading and are to be used as part of the student's grades. Failure to meet the requirements of the ISS program may result in an extension of the length of suspension. The purpose of the ISS is not to punish, but rather to correct behavior.

Out of School Suspension

Out-of-School Suspension (OSS) is assigned for very serious offenses or for habitual problem-makers. A student may be assigned OSS for up to five (5) days and a parent conference will be scheduled before re-admission.

CAREER AND TECHNICAL SCHOOL DISCIPLINARY CODE

Violations identify the standard of conduct for all students attending classes at the Career and Technical School. In each case of a violation, the student will be given the opportunity to present information that may be relevant before the penalty is imposed. In each case the administrator shall exercise discretion to assure that the penalty is appropriate. This will be based on the seriousness of the violation and any other special circumstances.

Violations	1 st Instance	2 nd Instance	3 rd Instance ...Plus
1. Tardy to class	Three offenses- Referral to administrator	4-5 offenses - in-school suspension.	In-school suspension. Further action if warranted.
2. Excessive absences	6 days Letter and home school notification	12 days Letter & Phone Call home; Home School Notification; Possible Parent conference	18 days Parent Conference; Home School Notification
3. Out of class without a pass	Admit to class with reprimand.	Refer to administrator.	One to five days in-school suspension.
4. Truancy	One to two days in-school suspension.	One to five days in- school suspension. Parent conference.	Parent conference.
5. Use of personal electronic device during class time.	Verbal reprimand.	Same	Confiscated and returned at end of session. One to five days in-school suspension.
6. Leaving school grounds without permission	One to five days in-school suspension.	One to five days out of school suspension. Student conference.	One to five days out of school suspension. Parent conference
7. Safety violations	One to five days in-school suspension.	Same as first instance.	One to five days out of school suspension. Parent conference.
8. Tobacco use on campus or campus extensions	Warning	One to two days in school suspension with second chance ATS program	One to five days out of school suspension.
9. Abusive language	One to five days in-school suspension.	One to five days of in- school suspension.	One to five days out of school suspension.
10. Disruptive behavior	One day in-school suspension.	One to five days in-school suspension.	One to five days out of school suspension. Parent conference
11. Aggressive behavior towards staff	Immediate suspension of one to five days out of school and if appropriate a hearing to impose a suspension for more than 5 days, or possible recommendation for removal from Career and Technical School program. Parent Conference.		
12. Aggressive behavior towards a student (Physical confrontation)	One to five days out of school suspension.	Same as first instance - Parent Conference.	Recommend removal from Career and Technical School
13. Vandalism	One to five days out of school suspension. Restitution made by student. Parent conference. May involve police.	Same as first instance -Parent conference.	Recommend removal from Career and Technical School
14. Stealing	One to five days out of school suspension. Return of stolen property and parent conference. May involve police.	Same as first instance – Parent conference	Recommend removal from Career and Technical School
15. Setting off a false alarm	Police and fire departments notified and a course of action determined. Five days out of school suspension. POSSIBLE CRIMINAL CHARGES FILED. Hearing procedures initiated to impose suspension for more than five days and/or possible removal from Career and Technical School		

CAREER AND TECHNICAL SCHOOL DISCIPLINARY CODE (continued)

Violations	1st Instance	2nd Instance	3rd Instance ...Plus
16. Offensive/or excessive public display of affection	Verbal warning	One to five days in-school suspension	One to five days out of school suspension. Parent conference
17. Improper/rude behavior directed toward staff	One to five days in-school suspension	One to five days in-school suspension.	One to five days out of school suspension
18. Horseplay	One to five days in-school suspension	Same as 1 st instance	One to five days out of school suspension
19. Driving/riding to Career and Technical School without permission	One to five days in-school suspension	One to five days of in-school suspension of driving privileges	One to five days out of school suspension. Parent conference
20. Insubordination	One to five days in-school suspension or one to five days out of school suspension	One to five days of in-school suspension.	One to five days out of school suspension
21. Violation of computer acceptable use policy.	Contingent upon infraction		
22. Plagiarize, cheat, or falsify records	“0” on assignment “0” for daily grade	One to five days in school suspension	One to five days in school suspension. Parent conference
23. Refusal to identify oneself to staff	One to five days in-school suspension	Same as 1 st instance	One to five days out of school suspension
24. Profanity	Define language as inappropriate and give warning	One to five days in-school suspension	One to five days of in-school suspension or out of school suspension
25. Harassment, teasing, name calling, goading, defamatory remarks based on race, creed, and sexual orientation	One to two days in-school suspension	One to five days in-school suspension	One to five days out of school suspension. Parent conference
26. Possession, sale and/or use of drugs or alcohol	One to five days out of school suspension. Police may be notified and CRIMINAL CHARGES FILED. May initiate a hearing to impose suspension for more than five days or recommended removal from class. Parent conference	Recommend removal from Career and Technical School	
27. Possession or use of a weapon on school property	Weapon will be confiscated, proper law enforcement agency notified and appropriate course of action determined. Hearing procedures may be initiated to impose suspension for more than five days and/or removal from Career and Technical School program. Parent conference		
28. Skipping classes	One to two days in-school suspension	One to three days of in-school suspension. Student conference	Parent conference

All infraction consequences are subject to administrative discretion

STUDENT RIGHTS

The world of work has rules and regulations regarding a person's rights in the workplace when confronted with inappropriate comments or any type of sexual harassment. The Career and Technical School and home schools have similar rules. If a student feels he/she has such an issue, he/she should go to his/her teacher, principal, guidance counselor or social worker for help. Report forms are available in the main office. The Capital Region BOCES and the Career and Technical School do not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by law, and are in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the BOCES Director of Human Resources and is available between the hours of 8 am and 4 pm at the Capital Region Board of Cooperative Educational Services, Albany-Schoharie-Schenectady-Saratoga Counties, 1031 Watervliet-Shaker Road, Albany, NY 12205; (518) 862-4910.

ATTITUDE

More people lose their jobs because of poor attitudes and values than lack of skills. When hiring, employers look for the following characteristics:

- Ability to get along with coworkers and supervisors
- Good attendance
- Willingness to carry your share of the load
- Honesty
- Pride in your work
- Willingness to learn

Students are encouraged to display these characteristics in the classroom.

SAFETY

Safety is everyone's responsibility. Students owe it to themselves and the people around them to practice good safety procedures. A great deal of equipment in our shops could be dangerous if improperly used. Safety is everyone's responsibility. At the beginning of the school year, each instructor will outline the safety requirements of the course. If followed, the chance of injury can be greatly reduced. Students must learn these rules.

Accidents

Students should report any accident to their teacher immediately, no matter how minor it may seem.

Fire and Disaster Drills

Instructions for fire and disaster drills are posted in each classroom. Please cooperate and follow the teacher's instructions.

Emergency Concerns

Safety is a high priority at the Career and Technical School; as a result there are few accidents or injuries. However, in the event of an accident, injury or illness of a student, the school nurse must be notified by the instructors. The nurse will notify the student's parent/guardian, home school administrators and home school nurse.

Asbestos Hazard Emergency Response Act Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires all schools, Kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building material. The law further requires the development of a management plan, based upon the results of the inspection, which outlines BOCES' intent in controlling the potential for exposure to asbestos fibers in our facilities.

In the past, asbestos was used extensively in building materials because of its insulating and fire

retardant capabilities. Virtually any building built before the late 1970s contains some form of asbestos-containing material in a safe and proper manner. In addition, the required re-inspection has been completed and the management plan updated accordingly.

CAREER CENTER

The Career Development Center's mission is to assist students with career preparation by providing opportunities that enhance success and independence as well as keep pace with an ever-changing workplace. Career Center staff assists students with:

- Assessment/evaluation of their skills
- Work experience programs
- Information on career choices - specifically, educational requirements of jobs, money earning potential, job availability and career paths
- Placement - including helping students develop an employability profile, placement file and resume
- Counseling for personal and academic problems and/or concerns

Counseling and support to students regarding:

- Program choice, changes when needed and attendance
- Personal matters
- Continuing their education
- Coordination with district guidance counselors

Career Center staff helps support educational goals and post-high school planning. Anyone interested in information on our programs should contact the Albany campus at 862-4816 or the Schoharie campus at 295-3000.

Vocational Assessment

As students move into course work, they may feel overwhelmed or question their career choice. Such reactions are normal, and it is our job to help students determine their best course of action. Depending on the circumstances, the Career Center staff may recommend a vocational or academic skills assessment or an interest inventory. These evaluations are quick and help determine if a student would be more successful in another program. Students or parents/guardians should contact a Career and Technical School guidance counselor with questions.

WORK BASED LEARNING PROGRAMS

There is no substitute for the kind of hands-on experience that a work experience education program offers. If presented in a book, the same information would rarely be conveyed as effectively as it would at an actual work site. By using the business community as a classroom, students are familiarized with the world of work. They gain proficiency in life skills ranging from managing appointments and greeting the public to dressing appropriately, becoming aware of personal strengths and weaknesses, and working independently. The Work-Based Learning program options available through the Capital Region BOCES can be tailored to suit the needs of the diverse student population that attends the Career and Technical School. Through this real-life experience, students learn to work effectively with other people and accept responsibility . . . skills that spell success.

JOB SHADOWING

Job shadowing involves a student spending part of a school day at a local business “shadowing” an employee/mentor during the course of a normal workday.

CAREER EXPLORATION INTERNSHIP PROGRAM (CEIP)

Open to students in Career and Technical School programs, the CEIP program offers non-paid experience at an area business. Students must meet certain criteria before being placed. Through the program, they are exposed to a variety of career areas within an organization. Activities may range from work-sampling a number of jobs to more intensive exploration of a particular job or career cluster.

COOPERATIVE EDUCATION PROGRAM (CO-OP)

The Co-op program provides a paid employment opportunity where students learn and practice related occupational skills on the job. The student, teacher or co-op coordinator obtains the part-time job placement related to the student's Career and Technical class. The Work Based Learning coordinator supervises the program, and on-site visits are scheduled periodically. Students placed in a co-op experience are required to be in attendance for their integrated subjects (English and Math or Science).

Before any student will be considered for a work based learning experience the student must:

- Be approved by his/her Career and Technical School program instructor.
- Have maintained at minimum a 75% average in Career and Technical Education class.
- Have no more than three minor offense behavior referrals.
(Serious offenses would automatically disqualify the student. Please refer to the Career and Technical School Disciplinary Code for definition of offenses).
- Have a maximum of three unexcused absences per quarter.
- Have a completed resume before initial meeting with Work Based Learning coordinator.

ARTICULATION

The Capital Region Career and Technical School has entered into articulation agreements with many technical schools, community colleges and universities to assist students meeting employment goals. Articulation is the award of related college/university credit to students who successfully complete their Career and Technical Education curriculum. The benefits of articulation are:

- Saving money on tuition, fees and books
- Accelerating progress
- Reducing duplication of instruction
- Improving job readiness skills
- Earning college credits while still in high school
- Creating the opportunity to learn more in college

Your Career and Technical Education teacher can describe the articulation process for your program.

Capital Region Career and Technical School - Articulation Agreements

(***College in the High School)

Auto Body Repair
Automotive

Hudson Valley Community College
Hudson Valley Community College***
Columbia Greene Community College
SUNY Alfred
Universal Technical Institute
University of Northwestern Ohio

Commercial Construction/ Heavy Equipment Computer Applications	SUNY Delhi Pima College Schenectady County Community College Hudson Valley Community College
Computer & Network Technician/IT	Schenectady County Community College ITT Technical Institute Fulton Montgomery Community College Hudson Valley Community College*** SUNY Cobleskill
Building Trades	SUNY Delhi Hudson Valley Community College Pima Community College
Cosmetology Criminal Justice Culinary Arts	Schenectady County Community College Schenectady County Community College Schenectady County Community College*** SUNY Cobleskill Johnson & Wales University New England Culinary Institute The Art Institute of Pittsburgh Adirondack Community College Paul Smiths College (ProStart) Pennsylvania Culinary Institute
Early Childhood	SUNY Cobleskill Schenectady County Community College
Electrical Trades	SUNY Delhi Hudson Valley Community College
Gaming Multimedia & Web Design Global Fashion Studies	Articulation pending Pima Community College Schenectady County Community College The Laboratory Institute of Merchandising Herkimer Community College
Floral Design HVAC/R	SUNY Delhi Hudson Valley Community College SUNY Delhi Pima Community College University of Northwestern Ohio
Medium/Heavy Duty Truck Repair	SUNY Cobleskill SUNY Morrisville University of Northwestern Ohio Ohio Technical College
New Visions: Health New Visions: Journalism & Media Studies New Visions: Human Services & Special Elementary Education	Sage Colleges*** Hudson Valley Community College*** SUNY Albany*** Hudson Valley Community College*** Schenectady County Community College

New Visions: Law & Government	SUNY Albany***
Nurse Assistant	Schenectady County Community College
Residential Construction/ Heavy Equipment	SUNY Delhi Pima College
Theatre Technology	Schenectady County Community College
Welding	SUNY Delhi Pima Community College

ACADEMICS

Grading System

Student performance is reported to district guidance departments and parents. A passing grade is 65% or higher. Cosmetology students must achieve a grade of 70% or higher to be eligible for the New York State Licensure Exam. Career and Technical School teachers use the following criteria to determine a grade:

- Attitude and participation
- Field study/clinical job placements, internships
- Completion of assignments and projects with skill and accuracy
- Preparedness for class with proper dress, notebooks, homework
- Following instructions
- Paying attention
- Quality of written and project work
- Quantity of written and project work
- Following safety rules
- Exam scores
- Portfolios

Academic Portfolios

All students will complete a portfolio in their programs with the guidance of Career and Technical Education and Integrated Academic instructors. Portfolios reflect student accomplishments in the program as well as New York State Learning Standards in Math, Science and Technology (in year one) and English Language Arts (in year two). Teachers will inform students of the specific required elements of the portfolio. Portfolio work and the final portfolio will be graded by the Career and Technical Education and Academic teachers and is required. Academic credit may be earned in approved CTE programs. Students should see their guidance counselor for details. Portfolios will be displayed to the school and business community in June and should be used by the student for job and college interviews.

Honor Roll

Students who achieve a final quarter grade of 92 or above will attain "High Honor Roll" status. Any student with a final quarter grade of 85 or above will attain "Honor Roll" status.

Certificate of Participation and Employability Profile

When students successfully complete the requirements determined by their home school and the Career and Technical School, they are awarded a certificate and employability profile. Students should take the certificate and profile as well as their portfolio to job and college interviews to present to prospective employers.

Technical Endorsement

The State Education Department has approved all of the regular Career and Technical programs at the Albany Campus. As a result, if seniors pass the required Regents exams, are receiving a Regents

Diploma, completed their CTE program, and pass the Technical Assessment for their technical area, they are eligible for the Technical Endorsement on their Regents Diploma. The Technical Assessment is a three-part assessment. The student must complete a portfolio (a collection of student work); pass a written Technical Exam as well as a hands-on practical assessment in order to pass the Technical assessment.

2009-2010 Marking Periods

Students will receive quarterly marks during the academic year. Ending dates for this year's marking periods will be:

End of First Marking Period	November 6, 2009
End of Second Marking Period	January 22, 2010
End of Third Marking Period	April 1, 2010
End of Fourth Marking Period	June 11, 2010

2009-2010 Interim/Progress Reports

Interim/progress reports are sent out at the mid-point of each marking period to document student progress in class. Interim/progress reports are sent to parent/guardian as well as to the home school.

Dates for quarterly interim/progress reports:

1 st Quarter Progress Reports	October 6, 2009
2 nd Quarter Progress Reports	December 15, 2009
3 rd Quarter Progress Reports	March 9, 2010
4 th Quarter Progress Reports	May 11, 2010

SCHOOL NOT IN SESSION

School is not in session on the following dates:

September 2 & 8	Staff Orientation/Staff Development Day
September 9	Classes Begin
September 28	Yom Kippur
October 12	Columbus Day
November 10	Emergency Early Release Day
November 11	Veteran's Day
November 26-27	Thanksgiving Recess
December 24	Holiday Recess Begins
January 4	Classes Resume
January 18	Martin Luther King, Jr. Day
February 15-19	Winter Recess
March 26	Staff Development Day
April 2	Good Friday
April 5-9	Spring Recess
May 31	Memorial Day

PARENT CONFERENCES

Parents and guardians can make appointments for conferences with an instructor, principal, assistant principal or guidance by calling the Career and Technical School main office at 862-4800 (Albany) or 295-3000 (Schoharie).

The Career and Technical School is always looking for new ideas to help parents become more involved in their children's education. We welcome your suggestions and parent and guardian participation in improving a child's educational experience and ensuring his or her future success.

STUDENT ORGANIZATIONS

SkillsUSA

SkillsUSA is specifically for career and technical students. This organization builds self-esteem and leadership. Students are able to meet people with similar career goals. These people can be a valuable source of information and support. SkillsUSA members enjoy many activities, including:

- Local, regional and state competitions
- Leadership workshops and training
- Community service projects (Red Cross, Christmas Wish, etc.)

Contact your teacher or the main office at 862-4800 or 295-3000 for more information.

National Technical Honor Society

Members are selected in the spring of their junior and/or senior year. Students must have:

- 92 or above GPA at the Career and Technical School for 3 quarters.
- 85 or above overall Grade Point Average (GPA) in their home school.
- Not more than 5 excused absences at Career and Technical School.
- One Career and Technical school teacher recommendation
- Be pursuing a New York State Regents diploma.

Each inducted member is required to perform one community service project for the Albany or Schoharie campus to remain in good standing.

TRANSPORTATION

Bus Regulations

High school students enrolled at the Career and Technical School have the right and are expected to be transported by bus to our campuses. If students arrive on the bus, they must return on the bus unless they have written permission from their home school to do otherwise. If a student misses the bus to our campus, he or she should report to the home school office. If a student misses the bus returning to his/her home school, he/she should report to the main office of the Career and Technical School.

Transporting students who are distracting is extremely difficult and dangerous. For the safety of everyone, students should adhere to the following rules:

- Obey the bus driver's instructions.
- Keep head and limbs inside the bus.
- Remain seated.
- Avoid crowding when entering or leaving the bus.
- Do not distract the driver.
- Do not throw objects on the bus.
- Learn where the emergency door, first-aid kit and fire extinguisher are located.
- Wait for the driver's signal before crossing the road.

Student Drivers

In order to drive to the Career and Technical School, students must complete a form obtained from the main office. Students are required to get the necessary signatures and meet with an administrator before they will be given a parking pass. If permission is granted, it is for the student alone. He or she **may not** transport other students to or from the campus unless the proper riders form has been filled out, approved, and a rider's pass has been granted. Chronic tardiness will result in loss of driving privilege. Seniors are given priority due to limited parking spaces. All driving passes are subject to home school approval. A \$5.00 parking charge is required at the time the pass is given.

Failure to adhere to the above rules may result in loss of parking privileges.

SCHOOL DISTRICTS SERVED

Berne Knox Westerlo
Bethlehem
Burnt Hills-Ballston Lake
Cobleskill-Richmondville
Cohoes
Duanesburg
Green Island
Guilderland
Menands
Middleburgh
Mohonasen
Niskayuna
Ravena Coeymans Selkirk
Schalmont
Schenectady
Schoharie
Scotia Glenville
Sharon Springs
Shenendehowa
South Colonie
Voorheesville
Watervliet

**Please complete and return this form to your child's
Career & Technical School Teacher by September 18, 2009.
You may fax this form back to 518-862-4818.**

Student Name _____ **Program** _____

Connect-Ed® alert and notification service.

1. Check one primary phone. This number will be called for non-emergency messages.
2. Check one phone number for attendance calls.
3. Check one additional phone to receive all non-emergency messages (including attendance).

Note: <u>Emergency messages will go to ALL available numbers</u>		Primary Phone ✓ ONE	Attendance Phone ✓ ONE	Additional Phone ✓ ONE
Contact 1 Name:	Relationship	Home Phone #:	<input type="checkbox"/>	<input type="checkbox"/>
Contact 1		Work Phone # (No extensions):	<input type="checkbox"/>	<input type="checkbox"/>
Only direct phone numbers can be called through this system.				
Contact 1		Cell Phone #:	<input type="checkbox"/>	<input type="checkbox"/>
Contact 1	E-Mail Address	No attendance Phone Calls Email Only	<input type="checkbox"/>	Email & Phone □
Contact 2 Name:	Relationship	Home Phone #:	<input type="checkbox"/>	<input type="checkbox"/>
Contact 2		Work Phone # (No extensions):	<input type="checkbox"/>	<input type="checkbox"/>
Contact 2		Cell Phone #:	<input type="checkbox"/>	<input type="checkbox"/>
Contact 2	E-Mail Address	No attendance Phone Calls Email Only	<input type="checkbox"/>	Email & Phone □

**Attendance calls will be made between 10:00 a.m. and 10:15 a.m. for morning students
Attendance calls will be made between 1:00 p.m. and 1:15 p.m. for afternoon students.
There will be a follow-up call in the evening for calls that were not answered during the day.**



September 2009

Photo/Video/Web Release Form

From time to time, articles of general interest are published in local newspapers, newsletters, or on our websites. Stories are broadcast on local television stations. Videotapes, brochures and pictorial displays are produced about Capital Region Career and Technical School/ BOCES activities. Photographs or video images of students, teachers, administrators and other staff are often featured in such communications.

The Capital Region BOCES Career and Technical School is a not-for-profit organization and as such is unable to pay individuals for use of their photographs or video images.

Your signatures below will allow us to use any and all photographs and videotapes. Thank you.

Student's name (PLEASE PRINT)

Career & Technical School Class (PRINT)

Student's Signature

Parent's /Guardian's signature (if under 18)

Date

Date

The Capital Region BOCES and Career and Technical School do not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by law, and are in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the BOCES Director of Human Resources and is available between the hours of 8 am and 4 pm at the Capital Region Board of Cooperative Educational Services, Albany-Schoharie-Schenectady-Saratoga Counties, 1031 Watervliet-Shaker Road, Albany, NY 12205; (518) 862-4910.



September 2009

Dear Parent/Guardian:

The Federal No Child Left Behind Act contains a provision that requires schools to provide military recruiting offices with a list of students and their telephone numbers. As parent or guardian, if you do not wish to have this information disclosed, please complete and return this form to:

Albany Campus Students

Mrs. Theresa Swett, Principal
Capital Region Career and Technical School
1015 Watervliet Shaker Rd.
Albany, NY 12205
(518) 862-4800

Schoharie Campus Students

Mr. Raymond Paglieri, Principal
Capital Region Career and Technical School
174 State Route 30A
Schoharie, NY 12157
(518) 295-3000

PARENTS:

PLEASE RETURN THIS FORM IF YOU DO NOT WANT YOUR CHILD'S NAME TO BE RELEASED TO ANY MILITARY RECRUITING OFFICE.

I am requesting that my son/daughter's name be excluded from student information that is released to any military recruiting office.

Student Name:

Print

Parent/Guardian:

Print

Parent/Guardian Signature



**According to Board Policy #5095
Acceptable Use of Computerized Information Resources–
 Students, page 8, section 9, Prohibitions...**

The following uses of electronic communication services furnished by the BOCES are **not permitted**:

1. to access, upload, or download software that is not for the intended purpose of the class without prior permission of the instructor;
2. to access, upload, download, or distribute pornographic, obscene, sexually explicit, or illegal drug related material; (*without prior permission from the instructor*)
3. to access, upload, or download material that defames a population based on race, creed, religion or sexual orientation;
4. to transmit obscene, abusive, harassing, sexually explicit, or threatening language; to violate any local, state, or federal law;
5. to vandalize, damage, or disable the property of another individual or organization;
6. to access another individual's materials, information, or files without permission;
7. to violate copyright laws or to otherwise use the intellectual property of another individual or organization without permission;
8. to change computer operating system settings;
9. to use personal e-mail or any of it's related activities.

Proposed Consequences

1 st instance	1 day-in school suspension	Loss of electronic communication privileges for 1 day	Home school notified
2 nd Instance	2 days in-school suspension	1 week loss of electronic communication privileges	Home school notified
3 rd Instance	(Due Process) Administrative hearing with Career and Technical School, parent and home school		Loss of electronic communication privileges for entire semester

AGREEMENT BY PARENT OR GUARDIAN

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child shall comply with the terms of the District's Acceptable Use and Internet Safety Policy. A copy of such policy may be accessed on the District's website (www.capregbooces.org). I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the District to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the Policy. I am, therefore, signing this Policy and agree to indemnify and hold harmless the District against all claims, damages, losses and costs or whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of the Policy. Further, I accept full responsibility for supervision of my Child's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child to use the building-approved account to access the District's computer network and the Internet.

 Parent or Guardian name(s) PRINT CLEARLY

 Home Phone

 Parent or Guardian Signature

 Date

Address

STUDENT'S AGREEMENT

To be signed by every student:

I understand and agree to follow the District's Acceptable Use and Internet Safety Policy. I also understand that if I violate the Policy my access to the District's computer network and the Internet may be revoked and disciplinary action may be taken against me.

 Student Signature

 Date

(Place an "X" in the correct blank): I am 18 or older _____

_____ am under 18 _____