



Western Suffolk
BOCES
Shared Services

2005–06 Directory

Western Suffolk BOCES SHARED SERVICES 2005–2006

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COMPONENT SCHOOL DISTRICTS

Amityville	Huntington
Babylon	Kings Park
Cold Spring Harbor	Lindenhurst
Commack	North Babylon
Copiague	Northport/East Northport
Deer Park	Smithtown
Elwood	South Huntington
Half Hollow Hills	West Babylon
Harborfields	Wyandanch

General Information

Calendar for Development of Western Suffolk BOCES Programs and Services

- Friday, February 11, 2005 District returns "Request For Services" forms to BOCES.
- Thursday, April 21, 2005 Final commitments for all programs and services confirmed with BOCES.
Note: Contracts for services are based upon this information.

ADMINISTRATION

Gary Bixhorn
Interim District Superintendent

Helen Boggs Smith
Deputy Superintendent

Joseph Myers
*Associate Superintendent
for Instruction*

Dr. Michael Mensch
*Associate Superintendent
for Personnel & Labor*

Warren Taylor
Chief Financial Officer

Kenneth Burr
*Executive Director/Career
& Technical Education*

Dr. Norman Doctor
*Interim Executive Director/
Special Education*

Gerard Dempsey
*Interim Executive Director/
Instructional Support Services*

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President

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Ilene Herz, Esq.
Jeannette Santos
Peter Wunsch

WESTERN SUFFOLK BOCES

Board of Cooperative Educational Services
of Western Suffolk County, New York

507 Deer Park Road
PO Box 8007
Huntington Station, NY 11746-9007

TEL: 631/549-4900
FAX: 631/623-4996

www.wsboces.org



BOARD MEMBERS

Maryann Zumpano, *President*
Salvatore Marinello, *Vice President*
Mildred Browne
Sydney Finkelstein
Ilene Herz, Esq.
Jeannette Santos
Peter Wunsch

507 Deer Park Road
PO Box 8007
Huntington Station, NY 11746-9007
631/549-4900
FAX 631/623-4996

Dear Colleagues,

Our 2005-06 Shared Services Guide outlines the programs and services Western Suffolk BOCES offers school districts in the towns of Babylon, Huntington and Smithtown. By working together we can provide programs and services that would be very costly for just one district to offer. We are proud that we can help school districts expand educational offerings and reduce costs to the local taxpayer.

Please take a few minutes to see what is available for your staff, students and community through your BOCES. Each year we add new programs and services to better meet your needs. For the upcoming school year we have added or enhanced these services:

- The Twilight Program at Wilson Tech is perfect for students who otherwise cannot fit Tech into their high school schedules. By attending Tech in the late afternoon, these students can experience hands-on learning as they explore a technical career.
- The Interim Alternative Educational Program serves non-classified students who are on long-term, out-of-school suspension and classified students who need an Interim Alternative Educational Program. This highly individualized, academic program can include Regents-level instruction.
- The Division of Instructional Support Services offers programs to address district concerns about identifying and addressing gangs in schools.

We welcome any comments, questions or concerns that you may have about any of our programs. If you think of additional programs or services that would benefit your district and that could be shared between your district and another, I encourage you to contact Western Suffolk BOCES. We will be happy to work with you to meet the needs of your students, staff and community.

Thank you for your continued cooperation.

A handwritten signature in black ink that reads "Helen Boggs Smith". The signature is written in a cursive, flowing style.

Helen Boggs Smith
Chief Operating Officer

Career and Technical Education

Career and Technical Education

Kenneth R. Burr, Executive Director, 631/549-4900, ext. 260

The Career and Technical Education Division offers programs to meet the career aspirations of youth and adults preparing to enter the work force. Programs at all Wilson Technological Centers provide a foundation for post secondary education and for those seeking to upgrade their competency or develop new skills. Committees representing the Long Island business community provide input that assists the Division to ensure our programs are compatible with employment opportunities and current technology.

Secondary Programs

Program #101

■ Secondary Career and Technical Education (CTE)

Kenneth R. Burr, 631/549-4900, ext. 260

Students spend half day in their home schools and half day at Wilson Tech. Tech's larger sites are located in Dix Hills, Northport and Huntington. In addition, there are two specialized satellite locations: our Aviation Center at Republic Airport and the Equestrian Center at Thomas School of Horsemanship, Melville. Academic subjects for credit, testing

modification, and academic intervention programs are provided by request at no additional cost. English Language Arts, Mathematics, Science, Health, Physical Education, ESL support and a variety of academic electives are among the services available to help students meet scheduling and diploma requirements. Almost 60% of Tech program completers in 2004 are pursuing further education, many with advanced standing. Of those directly entering the workforce, fewer than 2% are unemployed; more than 98% are employed.

Wilson Tech Offers 31 Secondary Programs*

Construction Careers

Carpentry
Construction Electricity
Drafting/Computer Aided
(CAD)
Heating/Ventilating/Air
Conditioning
Welding

Graphics & Media Careers

Advertising Art
Printing
Photography
Video Production

Health Careers

Medical Assisting
Medical Laboratory
Nurse Assisting
Professional Health Careers

Service Careers

Computer Information
Technology
Cosmetology
Culinary Arts
Early Childhood Education
Fashion Merchandising/Design
Floral Arts
Horse Care
Horticulture/Landscaping

Police Science
Veterinary Assisting

Technical Careers

Computer Networking
Computer Science
Technical Electronics

Transportation Careers

Aircraft Maintenance Technology
Auto Body Repair
Automotive Technology
Aviation Science/Flight
Outdoor Power
Equipment Technology



* Wilson Tech students can earn the technical endorsement on their high school diplomas when they successfully complete a Tech program and meet accreditation requirements.

Career and Technical Education

Technical Endorsement for Diploma

Wilson Tech students can earn a technical endorsement on their high school diplomas when they successfully complete Tech programs and requirements for a local or Regents diploma.

Each of Tech's 31 programs has been approved by the State Education Department to offer the technical endorsement. Students enrolled in these programs (which have also been nationally accredited) can also:

- Earn up to four academic credits (one each in Math, Science, ELA and Social Studies)
- Participate in a work-based experience
- Develop a detailed employability profile identifying the skills they have mastered

Twilight Session

In Tech's Twilight Session students can enhance their Tech Program in the late afternoon with activities such as the CISCO Networking Academy, guest speakers, college courses or SAT/PSAT preparation. Students who do not attend a Tech Program during the am or pm session can attend Tech's twilight program to explore a technical area of their choice.

Program #104

■ Diversified Career Education

631/261-3600

One way to help high school students achieve commencement level Career Development and Occupational Studies (CDOS) Learning Standards is to provide supervised Career Education work experience and related instruction. This work based learning program helps connect what students learn in school with a real work experience. Students attend their local high school for related instruction classes and are placed and supervised in local business and industry cooperative employment. Students are paid wages with contract employers. Participating students can earn a CTE sequence or additional credits towards a sequence. DCE participating districts are provided Career Enrichment Services (Program #435) at no cost.

Program #435

■ Career Enrichment

631/667-6000, ext. 300

The Career Enrichment service helps with career planning and CDOS standards-based activities for

elementary through high school.

Services BOCES can provide:

- Instructional materials/resource lending library
- Technical assistance on career education activities
- Technical assistance in regard to child labor laws, work experience or internships
- Access to a central database of employers, internship sites, field trip sites, and guest speakers
- Staff development activities for CDOS and career plans
- Guest speakers/Career Days/mentoring days or special events.
- Host special events and contests in career areas
- Plan field trips and workplace tours

In addition, each participating district is provided an individual resource account for the purchase of career-related materials, transportation, field trips, supplies, minor equipment, and staff development.

Program #105

■ General Career & Technical Education

631/754-2900

GCTE helps prepare classified students, ages 16-21, for competitive employment upon graduation or for entry into advanced programs with support in Secondary Career and Technical Education (program 101). Students, referred to the program by their local school districts, spend one-half day at their home high school and one-half day at a Tech campus.

As students approach completion of their program, they can elect to work at various job sites in local industry while earning credits toward graduation. A support team monitors the performance of each student. Job coaches offer individualized support and assistance for students in need of more intensive, supported employment.

Our Career Assessment center, located at Wilson Tech's Manor Plains campus, evaluates students' career and academic strengths and weaknesses and uses this information to match the students with appropriate career choices. Interest inventories, aptitude tests and a comprehensive career assessment system—Career Scope—provide a complete assessment.

General Career Education Courses

Auto Maintenance	Health Aide
Building Trades	Manufacturing Technology
Cosmetology	Office Technology
Electronic Manufacturing	Retailing
Food Service	Living Skills
Building & Grounds Maintenance	

Career and Technical Education

Center For Alternative Education

631/667-6000, ext. 304

Located at Wilson Tech's Dix Hills campus, the center offers programming for "at risk" students. Students attending this alternative program can also participate in career and technical education programs or work experience.

Program #419

■ Alternative High School Equivalency Preparation

631/667-6000, ext. 304

Provides 16 to 18 year old students an opportunity to achieve a high school equivalency (GED) diploma. This program serves eligible students who cannot earn the number of credits necessary to receive a diploma, or who have been out of school (grade 9 or above) for at least one year. Students attend classes at least 14 hours per week. This program is also offered in Spanish.

Program #419

■ Bi-Lingual Alternative High School Equivalency Preparation

631/667-6000, Ext. 304

Courses are taught in Spanish to prepare students age 16 to 21 to take the equivalency exam in Spanish. English instruction is offered to help prepare these students for the English proficiency exam. Basic skills instruction is also available to help raise a student's academic standing.

Program #419

■ Alternative High School

631/667-6000, ext. 304

This program provides students in grades 10–12 the opportunity to complete their high school education and earn a high school diploma granted by their home school district. Students with attendance or social adjustment problems or those in need of supportive services not available at their home school may find this program helpful. Students may remain in the program for as long as necessary to

meet the requirements for a high school diploma. Flexible hours are available from 8 AM to 4:15 PM to address the individual needs of each student.

Program #419

■ Ninth Grade Turn Around

631/667-6000, ext. 304

Students entering the ninth grade for the first time and at risk of academic failure are candidates for this one-year program. The program, a specially designed, self-contained model, aims to prepare the student to return to a regular classroom schedule at the student's home school as a 10th grader.

Program #419

■ PM High School Sessions

The PM High School sessions provide credit-bearing high school and Advanced Placement courses, Regents review and remedial instruction. There are two sessions offered: 2:45–4:15 PM and 4:30–6 PM. Transportation is available from all area high schools. Students may earn two units of study by attending both sessions for the school year. Student participation must be approved by his/her local high school.

Program #431

■ Supportive Services for Pregnant and Parenting Teens

631/667-6000, ext. 304

This program offers academics, career and technical education, child care, parenting instruction, and support services for pregnant and/or parenting students. Parenting instruction affords each student the necessary support and counseling in caring for his/her child. Home instruction is available for the period of disability before and after the birth of the child. The half day program includes academics in the Center for Alternative Education linked with Career & Technical Education.

■ Related Services

631/667-6000, ext. 304

Students with disabilities may require specific related services in Career & Technical Education and

Career and Technical Education

the Center for Alternative Education to support their overall educational program. Related services available include:

- Speech/Language Therapy
- Resource Room
- Group and Individual Counseling
- English as a Second Language
- Interpreters/Notetakers for the Hearing Impaired
- Individual Aide

Requests for these services should be included in the child's IEP or 504 document specifying the number of units per week requested for the service.

Program #433

■ **Equivalent Attendance**

631/667-6000, ext. 366

The program provides GED preparation, academic remediation, ESL, career and technical education, counseling, child care, transportation and support services for out-of-school youth and teen parents under 21 years of age not currently enrolled in school. Students are self-referred, or enrolled at district request. Monthly rosters are sent to district representatives to confirm residency, and to report enrollment and achievement data to state or federal entities.

Program #426

■ **Supplemental Education Services (SES)**

631/667-6000, ext. 255

Western Suffolk BOCES is a NYS Title I Supplemental Education Services provider. SES are tutoring services that are in addition to instruction provided during the regular school day. These services help increase student achievement on NYS assessments as well as help students meet the NYS learning standards. Includes tutoring after school and in summer sessions at elementary, middle and high school levels.

Schools and charter schools in their second or greater consecutive year of school improvement or in corrective action must make these services available.

Students can participate in SES services at Wilson Tech's centrally located Dix Hills campus. Transportation to Tech is included.

Adult Services

Program #106

■ **Adult Career Education**

631/667-6000, ext 320

Provides more than 350 different full and part-time career related programs for adults. This self-supporting program is funded by tuition, financial aid, and state and federal grant funds. Courses range from Aircraft Mechanics to Computer Networking to Fashion Design to Welding.

Program #106

■ **Careerlearn.org**

631/667-6000, ext. 320

Careerlearn.org is our online learning portal for adults. While individuals may register for the more than 250 courses offered, districts may elect to provide online courses via their own adult programs by participating in "enterprise" service, purchasing blocks of classes, and including online web courses within their roster of adult offerings.

Program #A106

Courses offered in Adult Career Education and careerlearn.org may be adapted for use in staff development for maintenance and operations, or for clerical and computer support personnel.

■ **Career Center**

631/667-6000, ext. 327

The Career Center programs provide support services and literacy programs for adults at no cost to districts. Programs include adult basic education (ABE) for individuals who have limited reading and math skills; high school equivalency classes for those seeking a General Education Diploma (GED); the GED/TV and the GRASP/Home Study programs for those who prefer to study for their equivalency exams in the privacy of their own homes; the External Diploma Program (EDP) for those seeking a high school diploma through verifiable life skills; English as a Second Language (ESL) for those with limited English; Citizenship Education for those seeking permanent residency status. Services are offered at four BOCES locations and over 25 community sites.

Career and Technical Education

■ Health Careers

(631) 261-3727

The full and part-time Health Career programs offered at Wilson Tech's Northport campus help adult students to prepare for many employment opportunities in health care. Programs include Practical Nursing, Surgical Technology, Diagnostic Medical Sonography, Nurse Assisting and Medical Laboratory/Medical Assisting. Supervised clinical experience is provided at local hospitals, long-term care facilities, imaging centers and medical offices.

Graduates of the Health Career programs are eligible to sit for state and national examinations which provide successful candidates with a license/certification in the corresponding field of study.

Program #623

■ Health & Safety

631/667-6000, ext. 320

The Health & Safety program insures that school districts are in compliance with various health and safety requirements and that districts are aware of available preventive measures to protect employees and students. These health and safety education courses meet the training requirements of applicable federal and state regulatory agencies. Classes are offered to one employee or groups.

Health and Safety courses are provided at one of Wilson Technological Center's conveniently located campuses, or at the district site.

Asbestos Courses

(Approved by the NYS Department of Health)

Asbestos Awareness

Asbestos Inspector

Asbestos Inspector Refresher

Asbestos Operations & Maintenance Refresher

Asbestos Refresher Training

Public Safety & Education

Defensive Driving – NY Safety Program

Commercial Driver Training

Cardio Pulmonary Resuscitation/AED

American Red Cross and American Heart Association courses are taught by certified instructors.

CPR certification is valid for one year; first aid certification is for three years.

Adult CPR/AED Training

Standard First Aid

Infant and Child CPR

Epi-pen for the Professional Rescuer

CPR & AED for Coaches

First Aid for Coaches

OSHA/EPA Compliance

Exposure to Bloodborne Pathogens

Right-to-Know/Hazard

Pesticide Handling and Application

Preventing Violence in the Workplace

Basic Forklift Operating Training

Security Guard Training

Security Guard: 8-hour pre-service training

Security Guard: 16-hour on-the-job training

Security Guard: 8-hour in-service training

Special Education

Special Education

Dr. Norman Doctor, Interim Executive Director, 631/549-4900, ext. 280

The Special Education Division offers a comprehensive array of programs and services to meet the needs of disabled and non-disabled students. Students are placed in specific programs according to their individual academic capabilities and social/behavioral needs. The fundamental goal of all Western Suffolk BOCES programs is to create a stimulating and challenging learning environment which maximizes each child's potential. Western Suffolk BOCES promotes achievement and success by providing our students with the opportunity to access the general education curriculum as well as to fully participate in the New York State Assessment Program. Within the Division, a continuum of services exists ranging from mainstream placement opportunities within the Alternate Learning Center Program through the comprehensive programs within the Special Education Centers.

Class Size Groupings

Option II

12 Students : 1 Teacher + 1 Paraprofessional
Designed for students who exhibit special needs which interfere with the instructional process to the extent that an additional adult must assist with classroom instruction and management.

students in this level of service may be characterized as aggressive, self-abusive or extremely withdrawn.

Option III

6 Students : 1 Teacher + 1 Paraprofessional
Designed for students especially of elementary age whose management needs are determined to be extremely intensive. The behavior of

Option IIIA

8 Students : 1 Teacher + 1 Paraprofessional
Designed for students whose management needs are determined to be intensive. The behavior of students in this level of service may be characterized by some degree of aggression, inappropriate responses, self-abusive or withdrawn.

Class Groupings by Location

Student/Teacher/Aide Ratio	12:1:1	8:1:1	6:1:1
Alternate Learning Centers		✓	✓
JEA Elementary School		✓	✓
Brennan Middle School		✓	
PASS at Brennan Middle School	✓		
JEA Jr/Sr High School	✓	✓	
JEA Alternative School		✓	
Manor Plains High School	✓	✓	
Brennan High School		✓	
PASS at Brennan High School	✓		
Intensive Day Treatment			✓
Interim Alternative Educational Program		✓	

Special Education

Program #243

■ JEA Elementary School

631/254-0094

Students displaying a wide variation of disabilities, ages five through twelve, are educated at the Elementary School of the Special Education Division. This program provides instruction in basic skills of reading, writing, communication and math. For those students with multiple disabilities, instructional emphasis is on Activities of Daily Living, mobility and basic communication. Classes are available for students requiring Option III and IIIA class size mandates.

In addition to basic classroom instruction, all students receive adaptive physical education. An enrichment program in basic skills and basic technology education is part of the core curriculum which assists students in preparing for the New York State standardized test or Alternate Assessments. A wide range of special activities help stimulate each student's social skills. In addition, some students receive services from a consulting psychiatrist.

Classes are available in Applied Behavioral Analysis (ABA). The services of a consulting psychiatrist are provided to students in the Intensive Counseling Experience (ICE) program.

Program #242, 243

■ JEA Jr/Sr High School

631/549-5580

This program serves students ages 12 through 21 who present a range of disabilities and require intensive support to become successfully placed upon graduation in supportive employment, workshop placement or a day treatment program. Classes are available for students requiring Option II and IIIA class size mandates.

Heavy emphasis is placed on developing work skills for placement following graduation. A variety of training opportunities for supportive employment including a comprehensive Work Activities Center is available. Many of the students participate in travel training to assist them in independent ambulation within the community. Most students participate in community-based vocational sites and receive training by working with non-disabled individuals.

The program's team approach brings together the related service staff, program psychologists, and social workers who work in concert with the classroom staff to maximize each child's potential. The services of a consulting psychiatrist are available for those developmentally disabled students who also have psychiatric needs. The highest priorities within this program are to help students develop functional skills for daily living activities and prepare for success in the New York State Alternate Assessments.

Program #243

■ Brennan Middle School

631/864-6790

The Middle School Program serves disabled adolescents, ages 11 through 14. Classes are available for students requiring IIIA class size mandates.

This program provides an enriched educational environment while responding to many of the students' social and psychological needs. Beyond basic academic instructions, many students receive services from consulting psychiatrists either employed by the Office of Mental Health or BOCES and participate in a wide range of extra curricular activities. The classroom teacher, the paraprofessional(s), a psychologist and a social worker assigned to each classroom unit create a team approach. Outreach services to involve families within the school community is an integral part of the Middle School Program.

Program #424

■ PASS Program

at Brennan Middle School

The PASS program at the Brennan Middle School, offers a highly structured environment in which instructional and behavioral deficits can be addressed within a small group setting for middle school aged students. Students may or may not be classified as special education students. All are in need of alternative education. Truancy, non-compliance with school rules and generally disruptive behavior often characterize a student in crisis; such a student is appropriate for the PASS program. Students who are at risk due to poor achievement may also be referred to this program where they will be afforded many support services to ensure success.

Special Education

Program #243

■ Brennan High School

631/491-4390

This alternative program serves disabled and non-disabled youngsters of high school age who present a variety of educational and emotional needs. A failure to succeed in school is often tied to a variety of emotional problems frequently linked to a disturbance within the family unit. Students at the Brennan High School are enrolled in Option IIIA. They receive ongoing services from consulting psychiatrists, either employed by the Office of Mental Health or BOCES. Transitional classes are available for those students capable of being mainstreamed into a regular high school.

Program #424

■ PASS Program at Brennan High School

The PASS program, the Option II component of the Brennan High School, offers a highly structured environment in which instructional and behavioral deficits can be addressed within a small group setting for high school aged students. Students may or may not be classified as special education students. All are in need of alternative education. Truancy, non-compliance with school rules and generally disruptive behavior often characterize a student in crisis; such a student is appropriate for the PASS program. Students who are at risk due to poor achievement may also be referred to this program where they will be afforded many support services to ensure success.

Program #243

■ Intensive Day Treatment (IDT)

631/491-4390

The Intensive Day Treatment Program assists school age students from Nassau and Suffolk counties to avert hospitalization for severe emotional/psychiatric problems. The I.D.T. Program is also a therapeutic program to help a youngster adjust to the community following a period of inpatient psychiatric hospitalization. Instructional staff provided by the Special Education Division of Western Suffolk BOCES, in concert with professionals funded by the Office of Mental

Health/Sagamore Children's Psychiatric Center, provide intensive intervention to students on an extended day basis. The program also works with pupils who have been in a day treatment or other intensive school placement and have not been successful. IDT may also be a short term placement for youngsters leaving psychiatric hospitalization en route to day treatment or other specialized school-based services.

Program #243

■ JEA Alternative School

631/586-1300

This program serves students who require highly intensive management needs due to conduct disorders. Both disabled and non-disabled students, ages 11 through 21, are served. The program provides ongoing educational instruction to students requiring Option IIIA services. The services of a consulting psychiatrist are available for those conduct disordered students who also have psychiatric needs. In addition, strong emphasis is placed upon having each student's parents and family become part of the treatment services.

Program #403

■ Interim Alternative Educational Program (IAEP)

631/586-1300

This new program serves non-disabled and disabled students in middle school and high school who require highly structured services in an alternative setting. It is for non-classified students who are on long-term, out-of-school suspension as a result of a Superintendent's Hearing and classified students who need an Interim Alternative Education Program as described in 201.7 of the Commissioner's Regulations. Placements may extend beyond the minimum of 45 days. This highly individualized, academic program includes Regents-level instruction. School-based counseling, behavioral management training, substance abuse treatment and court probationary services as well as support services from psychologists and social workers are also available. This full-day program is housed in a self-contained location at the JEA Alternative School in Wheatley Heights.

Special Education

Program #243

■ **Manor Plains High School**

631/754-2900

This secondary program, a collaborative effort between the Special Education Division and the Career and Technical Education Division, prepares high school students for graduation and enables them to be self-sufficient adults with ongoing employment and the ability to live independently. Classes are available for students requiring Option II and IIIA class size mandates. Special education staff provide academic instruction while vocational education teachers teach the skills needed in each student's chosen vocation.

Program #253

■ **Alternate Learning Centers**

631/491-5234

Alternate Learning Centers are special classes that bridge the gap between classes for the disabled at Western Suffolk BOCES centers and classes for the disabled and non-disabled students located in local school districts. Classes, staffed by Western Suffolk BOCES teachers and paraprofessionals, deliver instruction to students referred by participating school districts. Mainstreaming within the host school classes is available where appropriate.

ALC classes serve a variety of youngsters ages 5 through 21. Groupings are determined by the severity of need and similarity of educational, social and physical functioning. Option IIIA classes serve disabled students ages 5 through 21 in district elementary, middle and high schools. An in-district class for Applied Behavior Analysis (ABA) is available for elementary age children.

Program #413

■ **South Oaks**

631/264-4000

The Western Suffolk BOCES hospital program located at South Oaks Hospital in Amityville offers an educational program for hospitalized adolescents. Both disabled and non-disabled students can enroll in this program. Close contact is established initially with each child's home school guidance counselor to identify the level of instruction needed.

The education program at South Oaks consisting of basic high school subjects in English, social

studies, mathematics, and science is considered an integral part of the treatment program by hospital administration. The educational staff works in partnership with doctors, nurses and psychologists to facilitate comprehensive treatment.

Program #414

■ **Itinerant Services**

631/549-4900, ext. 263

Itinerant Services for the Visually Impaired

Itinerant services are available to blind and partially sighted students in their home schools. The itinerant teacher carries out an ongoing program with local school staff so they can help a student develop those skills needed to function optimally in the regular school setting. These skills can include the use of optical and visual aids, tactile and auditory aids, braille reading and writing, listening and oral communication, orientation, mobility, travel, proficiency in the skills of daily living, counseling in social adjustment, independence, efficient use of resources and personal organization.

Itinerant Services for the Hearing Impaired

Mainstreamed hearing impaired students are eligible for this complete language oriented, academic support program in their home schools. Based upon individual need, certified teachers of the deaf provide intensive language development, auditory training, speech correction, lipreading and academic tutoring program as well as sign language, manual alphabet and lipreading. The service is coordinated with the curriculum thus requiring close cooperation with the teacher in the home school.

Itinerant Resource Room Services

Itinerant Resource Room services are provided by a certified teacher of Special Education to district students placed by their parents in private and parochial schools. The Itinerant Special Education Teacher addresses the student's IEP goals and objectives and provides support to the classroom instruction. Resource Room groupings are based on age/grade level, academic abilities and social functioning. Ongoing communication is maintained between the Resource Room Teacher and classroom teachers to ensure that consistent, thorough and meaningful instruction is provided to the students in a small group format.

Special Education

Related Services

Students with disabilities may require specific related services as part of their overall educational program. The following related services are available:

- Speech/Language Therapy
- Physical Therapy
- Occupational Therapy
- Counseling
- Service for the Visually Impaired
- Orientation and Mobility Service
- English as a Second Language
- Individual Aide

Requests for these services should be included in the child's IEP specifying the number of units per week requested for each service. Evaluations to determine the need for the above named services can be arranged through the Director's staff.

Program 415

■ NYS Alternate Assessment Coordinator Service

631/549-5580

BOCES will provide technical support and assistance to help districts meet the participation criteria, age eligibility and the generation of authentic standards-based evidence for inclusion into the NYSAA. BOCES will work with districts to identify NYSAA "age eligible" students.

The service includes informational updates to Pupil Personnel and to parents/families/caregivers of students participating in the NYSAA. BOCES will also work with districts to ensure student registration through LEAP/STEP process with RIC is accurate.

Program #416

■ Student Adjustment Center

631/549-4900, ext. 235

The Student Adjustment Center (SAC) is the vehicle whereby home school districts may obtain specialized evaluations for students. All such evaluations are provided to the local school district's Committee

on Special Education to assist the Committee in making decisions relative to educational placement and programming.

Medical evaluations are provided by local practitioners working for Western Suffolk BOCES. Professionals providing these services include: audiologists, neurologists, developmental pediatricians, ophthalmologists, optometrists, otolaryngologists, psychiatrists and psychologists. Personnel in local school districts are encouraged to recommend appropriate practitioners to Western Suffolk BOCES to fulfill this role. Any field of medicine or related service may be appropriate for inclusion within the scope of SAC if a school district's CSE views it as necessary to evaluate a child's total needs.

Other Services

■ English as a Second Language

631/549-4900, ext. 263

Program #313

Itinerant ESL Teachers

English as a Second Language (ESL) teachers will be provided as an itinerant service for classified and non-classified students who have limited English proficiency. The schedule of these ESL teachers will be set to meet the needs of the student and the component district's school. As part of the program, ESL instructors will assess all prospective ESL students in accordance with NYS Education Department's guidelines. Administrative support will coordinate the itinerant teaching staff and be available to meet with district personnel on issues related to those with limited English proficiency.

Program #312

Assessment and Education Center

The Assessment Center will provide bilingual translators, psychologists, speech therapists for native language assessments and/or other assessments on an "as needed" basis. The cost will be determined by the type of assessment or service provided.

Instructional Support Services

Instructional Support Services

Gerard Dempsey, Interim Executive Director, 631/242-1128, ext. 209

Instructional Support Services help school districts provide rigorous academic instruction for all children. Based on the latest educational research and local needs, BOCES initiates courses of action, designs specific activities, and offers programs for students, parents, community, instructional staff, administrators, and boards of education. Services offered to school districts include: Professional Development, Instructional Technology, Student-Based Services and Planning Services.

Professional Development

(School Improvement for Standards Implementation)

This program provides a variety of programs and services to support school improvement. Offerings are grounded in best instructional practices and the most current federal, state and local educational issues. Call for assistance in creating a program to address a need specific to your district.

Program #506

■ Professional Development

Debbie Kennedy, 631/242-1128, ext. 222

Services include: regional workshops and conferences, leadership initiatives, customized professional development activities for individual districts, and reimbursement for hiring substitutes to cover staff attendance at professional development sessions.

- participation in regional workshops for up to 25 district teachers
- 1 customized professional development workshop held on-site
- ongoing updates and technical assistance from consortium coordinator

Program #506

■ Science Educators Consortium

Bob Plaia, 631/242-1128, ext. 252

Membership in this program includes (no add'l cost)

- 3 coordinator network meetings
- participation in regional workshops for up to 25 district teachers
- 1 customized professional development workshop held on-site
- ongoing updates and technical assistance from consortium coordinator

Program #506

■ Consortium for Interpreting Data

Debbie Kennedy, 631/242-1128, ext. 222

Membership in this program includes (no add'l cost)

- 3 coordinator network meetings
- participation in regional workshops for up to 25 district teachers
- 1 customized professional development workshop held on-site
- ongoing updates and technical assistance from consortium coordinator

Program #506

■ Math Educators Consortium

Anita Solovey, 631/242-1128, ext. 255

Membership in this program includes (no add'l cost)

- 3 coordinator network meetings

Program #506

■ Curriculum Development

Debbie Kennedy, 631/242-1128, ext. 222

This program facilitates writing projects and promotes collaboration among districts. District writers may work independently following regional training on curriculum design. Participating districts will have access to writing projects other districts use in their curriculum.

Instructional Support Services

Program #506

■ Student Support Services

Susan Kessler, 631/242-1128, ext. 232

The Student Support Services Center offers a number of programs to all school districts on Long Island on a fee-for-service basis. The Center can customize professional development opportunities to meet school or district needs. In addition to the detailed programs described below, speakers, workshop leaders, and technical assistance are also available for:

- pupil services
- positive youth development
- SAVE violence prevention certification training (monthly)
- school environment
- character education
- safe & drug free schools
- health education
- school nursing/health services
- tobacco policy & programs
- physical education/activity
- school nutrition services

Conflict Resolution & Mediation Services

Susan Kessler, 631/242-1128, ext. 232

These training sessions prepare school staff to implement a comprehensive conflict mediation program.

Establishing a Peer Conflict Mediation Program (3-Day Training for Staff)

Susan Kessler, 631/242-1128, ext. 232

This intensive training helps school staff implement a peer mediation program and train peer mediators in their schools. The training will provide schools with information on:

- Management, administration, implementation, and evaluation of school-based conflict mediation programs
- Extensive review of conflict mediation and the conflict resolution process
- Review of peer training curricula and experiential learning activities

Peer Mediation Training (3-Day Training for Students)

Susan Kessler, 631/242-1128, ext. 232

This training teaches students peer mediation and conflict resolution skills. The interactive training helps students explore their own values and build skills through experiential learning and role playing. Students learn basic mediation concepts, team building, and how to implement peer mediation programming in their schools.

Issues in Conflict/Peer Mediation (In-School Programming – 1-Day Specialized Training)

Susan Kessler, 631/242-1128, ext. 232

This training addresses the specific needs of schools with established Peer Mediation Programs. Topics could include: the impact of cultural/ethnicity on inter-personal communication, the administration and evaluation of school-based peer mediation programs, and the design of a comprehensive data collection system.

Safe Schools Against Violence in Education (SAVE)

Susan Kessler (631) 242-1128, ext. 232

On-Site 2-Hour Violence Prevention (SAVE) Certification Course

This violence prevention program is for teachers, administrators and support staff. The course covers the six mandated subject areas required for all licensed school employees teaching in public or charter schools. All licensed personnel hired after July 1, 2001, are required to present documentation indicating completion of the two-hour violence prevention certification course. Participants receive their certification of completion immediately following the training.

Comprehensive Review of SAVE Law

As a regional office of the NYS Education Department, our staff develops and implements training throughout New York State related to the 18 major components of the Safe Schools Against Violence in Education (SAVE) legislation. Topics include the additional responsibilities facing school administrators, student support and instructional staff to comply with all components of the SAVE law.

Instructional Support Services

Technical Assistance with Required (SAVE) Annual Review and Update of District & Building Level Safety Plans and Codes of Conduct

The staff of the LISSSC will provide on-site technical assistance and support to your district and/or building level safety teams for the annual review and revision of your plans and codes. SSSC staff will work with district staff to ensure compliance with NYS requirements before plans and codes are submitted to SED.

Services Related to Gangs

Susan Kessler, 631/242-1128 ext. 232

Comprehensive District/School Gang Assessment

LISSSC consultants with a background in gang surveillance and prosecution will conduct a district-wide or school-wide assessment to determine the possible presence or activity of gangs. The assessment will include conducting:

- Gang Presence/Activity Assessment
- Physical inspection of all district buildings

The assessment process will include photographing gang-identified graffiti and preparation of a photo log; interviewing key school personnel; and a synopsis of findings to school administrators and staff.

Street Gang Awareness Training – 3-Hour Training for all School Staff Members

This LISSSC training will use lecture, audio-visual aids, and handout materials to address the scope of the national and local gang problem and provide definition and understanding of the components of a gang. Additional topics will include understanding why gangs have surfaced on Long Island and other suburban communities, identifying national gangs that have a presence in Nassau and Suffolk Counties, and determining the scope and presence of gang activity in your school.

Technology Services

Western Suffolk BOCES helps school districts in Suffolk County plan and manage information and technology. Professional and cost effective services include planning and analysis; training; installation, support and maintenance; and library automation.

Program #501

■ Instructional Technology Services

Paula Klingelhofer, 631/242-1128, ext. 259

Provides computer-based services for instructional activities within the context of the NYS Long Range Technology Plan, the Learning Standards, and the Commissioner's Regulation 100.11.

The Instructional Technology Service is a comprehensive service and as such includes cost-effective solutions in at least the following areas:

- Hardware and software design, installation and project management
- Networks accompanying hardware and software – telecommunications consulting and project management services
- Internet access
- Maintenance and support of hardware and networks

- Information collection and dissemination as it pertains to student progress.
- Staff development and training in instructional technology must be provided in Model Schools Service as a companion to this service.

Services are provided consistent with regional information standards including hardware, software and telecommunications protocols. Coordination is with the instructional technology services of Eastern Suffolk BOCES. All services are reflected in the region's 793 Plan. Services may be eligible for E-rate.

NOTE: To receive aid on #501, a district MUST participate in the Model Schools program #536 for technology planning and technology integration.

Instructional Support Services

Guidance Services

Melissa Walter, 631/242-1128, ext. 237

This membership includes access to two regional workshops related to career decision making and college information software systems. Customized in-district training is available. Services include counselor training on the use of the software and hardware, installation, maintenance, and support. The following guidance systems are available:

- Discover
- Choices
- My Road
- COIN
- Guidance Direct

Telecommunications Services

Paula Klingelhofer, 631/242-1128, ext. 259

This service will assist component districts with needs assessment, design, procurement, installation, testing, operational support, training and maintenance services for their existing and proposed telecommunications needs. The system will provide seamless connectivity from the workstation, through the school's local area network (LAN), onto the district's wide area network and out to the greater BOCES-area network. The network will be fully compatible with existing regional and statewide networking activities to insure inter-connectivity to these networks for data, voice and video transmission.

Program #514

■ School Library Automation Service

Roger Podell, 631/242-1128, ext. 203

This service provides the support, technical knowledge, and training to school libraries at each phase of the automation process. Library personnel will be assisted in planning, installing, managing and maintaining the Follett Library Automation System. This includes the hardware/software implementations, in-service training, site visits, user group meetings, and access to various databases. On-line databases and the appropriate training are also provided.

Program #536

■ Model Schools Program

Debbie Kennedy 631/242-118 x 222

The Model Schools program offers support to teachers and administrators in the area of technology integration. This program offers customizable and affordable services in the effective use of instructional technology through on and off-site workshops, videoconferencing assistance, and classroom coaching/modeling.

Participation in this program includes:

- Attendance at regional workshops at member rates
- Basic review of your district's technology plan prior to submitting to SED.
- Attendance at bi-monthly meetings for technology coordinators and district administrators to discuss issues and share best practices
- District participation in annual Technology Fair
- Teachers may apply for mini grants to support technology integration.

Instructional Support Services

Student-Based Services

Our student-based programs enrich and support classroom instruction.

Program #432

■ Regional Summer School

Paula Klingelhofer, 631/242-1128, ext. 259

Western Suffolk BOCES conducts a summer school program to help students fulfill graduation requirements. The program is for middle and secondary students in grades 6 – 12 who require remediation in academic areas including English, mathematics, science, social studies, and foreign language. Health, physical education and Regents review classes are also offered. Regents and Regents Competency examinations are administered.

This program is offered at several locations for six weeks in July and August. Each academic course consists of 45 hours, concluding at the end of the Regents examinations in August.

Program #404

■ Law Related Education

Melissa Walter 631/242-1128 x 237

Mock Trial

The Mock Trial program is offered for elementary and middle school students. Each participating district will receive a full trial with instructions on preparing students. The trial is an adaptation of trials prepared by the NYS Bar Association for the annual high school competition. Each district will prepare both a plaintiff and defense side of the case. Two training sessions are scheduled for teachers. The program culminates in a one-day Mock Trial tournament in the spring.

Other Law Related Education

Programs are available including excursions to courts.

Outdoor/Environmental Education

Douglas Schmid, Program Coordinator, 631/360-3652

As an integral and essential part of a comprehensive curriculum, the BOCES Outdoor/Environmental Education Program utilizes the natural environment in a multi-disciplinary approach to promote more efficient and effective learning. The program strongly supports the New York State Science Core Curricula and supplements, strengthens and gives new dimension to existing school curriculum by means of direct observation and hands-on learning experiences outside the classroom. The O/EEP also fosters the rational use and preservation of the natural environment by laying the foundations for responsible action.

Note: Districts must arrange their own transportation.

Program #402

■ Day-Use Programs

Teacher Inservice Training

Because teacher participation is the most important factor in the success of this program, teachers are required to participate in a 4-day intensive environmental education training program during the summer. Teachers are involved in activities relating to marine, freshwater, and terrestrial ecology, math in the out-of-doors, orienteering, language arts, natural history interpretive techniques, and strategies for enhancing and revitalizing the elementary classroom curriculum. Teachers receive a Cur-

riculum Guide of discovery learning activities all of which are correlated to the NYS Math, Science and Technology standards. (Each guide contains specific activities, resource information, background information about various habitats to be explored and investigated during the program, suggestions for logistics and management, pre-and post-trip activities, and a host of other materials pertinent to the successful implementation of our program.)

Learning at the Labs

In three to five school days, teachers make use of the equipment, resources and instructional staff at the outdoor learning laboratories to provide

Instructional Support Services

instruction to their class. Most often classes are assigned two days in the fall, one in winter and two in the spring. Come experience what many successful teachers have learned—that the out-of-doors is a truly exciting and effective place for learning.

Caleb Smith Outdoor Learning Laboratory

Located in the 543-acre Caleb Smith State Park Preserve, the laboratory contains numerous displays and serves as a stepping-off point for exploring the deciduous woodland and ponds.

Sunken Meadow Outdoor Learning Laboratory

Located in a secluded section of Sunken Meadow State Park, the lab offers a wealth of interpretive displays and aquaria. The 1,266-acre park provides a unique learning environment containing a salt marsh, beach and dune habitat.

Connetquot Outdoor Learning Laboratory

Located in the Connetquot River State Park Preserve, this laboratory is housed in the historic Snedecor Inn. The Pine Barrens ecosystem of the park contains freshwater streams and a working trout hatchery.

Program #402

■ Residential Programs

Teachers and students live together at sites on or off L.I. for several days where they focus on the natural environment and traditional curricula. This is preceded by in-service training and planning guidance.

On-Long Island

Baiting Hollow

Suffolk County Council, Boy Scouts of America, Calverton

Features: borders Long Island Sound, is surrounded by a magnificent salt marsh, and contains a freshwater pond.

Facilities: rustic platform tents.

(Fall/Spring)

Boys and Girls Harbor

East Hampton

Features: 30-acre site on Three Mile Harbor, woodlands, beach and marine habitats.

Facilities: residential cabins, and a modern heated dormitory facility, dining hall, challenge course with high and low elements.

(Fall/Winter/Spring)

Camp DeWolfe

Episcopal Diocese of Long Island

Wading River

Features: 27 acres of wooded waterfront on Long Island Sound.

Facilities: residential cabins, 8 of which are heated, ¼ mile of beachfront

Challenge course with high and low elements

Arts and crafts building, and modern dining hall.

(Fall/Winter/Spring)

Camp Tekakwitha

Girl Scouts of Nassau County, Hampton Bays

Features: ready access to a broad diversity of marine habitats and historic sites.

Facilities: classroom and modernized tents.

(Spring/Summer)

Dorothy P. Flint

Cornell Cooperative Extension/4H Division, Riverhead

Features: woodlands, a working farm, and a boardwalk/trail to the seashore.

Facilities: science center, open-air arts and crafts building, and over 40 cabins.

(Fall/Spring)

Camp Quinipet

United Methodist Church, Shelter Island

Features: woodland property on Peconic Bay

Facilities: 7 heated guest houses, indoor recreation and arts/crafts facility, meeting rooms, modern dining hall. (Fall/Winter/Spring)

Peconic Dunes

Suffolk County Parks, Southold

Features: dune, woodland, freshwater, and marine habitats adjoining Long Island Sound.

Facilities: cabins and modern dormitories.

(Fall/Spring)

Off-Long Island

New York

Ashokan Field Campus

SUNY New Paltz, Kingston

Activities: Pioneer Homestead, Indian Village, Blacksmithing, Forest Ecology.

Features: 372 acre campus in the Catskill foothills.

Facilities: bunkhouses, dining hall.

(Fall/Winter/Spring)

Instructional Support Services

Camp Wilbur Herrlich

Mt. Tremper Lutheran Camp, Holmes
Activities: pond and stream ecology, geology, survival skills.

Features: access to forest and freshwater streams.

Facilities: cabins, dining hall.

(Fall/Winter/Spring)

Frost Valley Environmental Education Center

Frost Valley YMCA, Oliverea

Activities: Project Adventure, geology, and orienteering.

Features: 4,500-acre Catskill Forest Preserve.

Facilities: winterized facilities, two program centers, 45 cabins and 9 lodges, dining hall.

(Fall/Winter/Spring)

Greenkill Outdoor/Environmental Education Center

YMCA-YWCA Camping Services of Greater New York, Huguenot

Activities: wildlife studies, Project Adventure, forest ecology.

Features: deciduous and coniferous forests, fields and ponds.

Facilities: activity lodges, modern dormitories, dining hall.

(Fall/Winter/Spring)

Sharpe Reservation, Fishkill

Activities: hiking, camping, fresh-water studies.

Features: 2550-acre site in southern Dutchess County

Facilities: self-contained residences, dining hall.

(Fall/Spring)

Program #402

Special Services

At sites on and off Long Island, O/EEP staff and consultants teach specialized courses for grades 1 through 12. Individually mentored programs for secondary students involve original research and domestic and international travel. Outdoor Education Specialists can also design programs customized for individual school districts.

Grades 1 through 3

Ecology Awareness: 8 days

Introduces basic ecology principles and concepts through the investigation of woodland, freshwater, and marine environments.

Marine Studies: 1–5 days

Students explore, investigate, and compare marine habitats, flora and fauna, and Long Island nautical heritage.

Nature Discoveries: 5 days

Activities emphasize an inter-disciplinary approach to geology, botany, reptiles and amphibians, insects, and mammals. Students learn about the availability of natural materials, how they are used, and how to use them in crafts and hobbies.

Grades 4 through 6

Bay Investigations: 1 day

Conducted in Gardiner's Bay from the Montauk Dock on board the Viking Fleet or in the Great South Bay from Captree Boat Basin on board the Yankee III. While on board, students use a variety of nets and sampling equipment to analyze the physical and biological environment of the bay.

Exploring Long Island's Secret Wilderness: 5 days

Acquaints students with the Pine Barrens through field excursions, classroom and field exercises, a canoe trip, and guest lecturers. Students develop an understanding of groundwater, watershed, fire climax forest, and plant and animal competition.

Field Natural History: 8 days

Students learn the geology, biology, and history of freshwater, marine, and terrestrial environments by studying the Nissequogue and Carmans watersheds.

Fire Island Ecology: 1 day

Focused on interpreting Long Island's barrier beach environment.

Introduction to Intermediate Level Science:

3–5 days (grades 5–6)

In this exciting program, students investigate either a freshwater ecosystem or compare two different biological communities. Students will employ process skills required by the ILS Core Curriculum, including transect studies, use of dichotomous keys and microscopy.

Marine Studies II: 2–5 days

Students will explore, investigate, and compare marine environments, including estuary/salt marsh, rocky intertidal, and seashore. Conducted at Sunken Meadow State Park, and Flax Pond in Stony Brook.

Instructional Support Services

Studies in Long Island History: 5 days

This program incorporates DBQ and field work to support the NYS Social Studies Standards. Includes field trips, guest speakers, and a written research project focusing on Long Island's history.

Grades 7 through 12

Exploring Long Island's Fisheries Resource: 5 days

Students investigate fish anatomy, physiology, and ecology, explore fishery habitats, and learn about the socio-economic factors affecting fisheries.

Farming the Sea: A Mariculture Project: 5 days

Students learn about a new type of agriculture-mariculture-by growing hard-shelled clams under controlled conditions. The clams will be seeded in Long Island Sound to help restock coastal waters. Includes field work.

Insects: 6 afternoon sessions + 3 days

Focuses on Long Island's insects, their adaptations, anatomy, morphology and diversity. Each topic contains an associated "hands-on" activity.

Marine Mammals: 2-5 days

Students will work with a researcher to conduct a postmortem on a porpoise, dolphin, or seal in their classroom. Includes a slide/lecture necropsy.

Ornithology: 3 afternoon sessions + 3 days

An introduction to the avian world through bird-watching. Students observe and learn first-hand how birds function through field work and readings.

Whales, Study and Research: 2 days

Students learn about marine mammal behavior, adaptations, and their role in the ocean's ecosystems. Includes an ocean excursion aboard the vessel Viking Fleet.

Field Research Expedition Program

Develops critical thinking skills as students investigate environmental issues and conduct independent research projects. Involves international and domestic travel and research and publication of projects.

Program # 402

■ Summer Science Institute

Grades 4 and 8

This program is an Academic Intervention Service for students who will be entering the 4th and 8th grades the following fall. Science concepts that will be tested on the state assessments will be taught through an inquiry science approach that addresses both The Living Environment and The Physical Environment Standards. Students will utilize the Outdoor Learning Laboratory and the diverse natural habitats found within Caleb Smith State Park Preserve as they are guided through an exciting three weeks of multidisciplinary activities in the out-of-doors.

Program #402

■ Summer Enrichment Programs

Students can use summers to study the local environment in three enrichment programs. The 60-hour programs begin approximately the second week of July and conclude by the first week of August. Districts may enroll a maximum of 15 students, with 5 students in each of the 3 component programs.

Grades 1 through 3

Nature Discoveries

Youngsters explore, discover, and observe Long Island's varied natural world.

Grades 4 through 6

Adventure Education

Through lectures and audio-visual presentations, students learn the necessary skills to enjoy the out-of-doors. Two backpacking/camping experiences and one canoe trip are taken.

Grades 7 through 9

Long Island: Past, Present and Future

Students explore and analyze geological, ecological, and historical development of Long Island in day and overnight trips.

Instructional Support Services

Marine Studies Enrichment Program

An intensive 5-day residential program for high school students offered June through August. Students learn about physical and chemical oceanography, marine ecology, invertebrate zoology, mariculture, wetlands conservation, and man's impact on the marine environment.

Summer Marine Biology Consortium

Three week program in July designed for academically able students who have completed biology. Students collect water samples throughout Long Island and study them under laboratory conditions in the classroom.

Enrollment is limited and requires special permission.

Program #402

■ **Cooperative Programs**

Atlantis Marine World, Aquarium and Research Facility (Riverhead)

Self guided tour or BOCES staff member will lead students through 80 exhibits. Programs can be combined with the Atlantis Explorer and the Riverhead Foundation for Marine Research and Preservation.

Atlantis Explorer (Riverhead)

2½-hour environmental education program aboard the Atlantis Explorer. The Explorer navigates down the Peconic River and Flanders Bay. Students will study the geological history of the Peconic Estuary System as well as the local flora and fauna.

Colonial Life and Technology (Hoyt Farm): 1 day

Students investigate historical archeology, mapping and surveying, architecture, and colonial technology.

Cultural History Workshop (School Site): 1 day

Long Island Native American history is taught with audio-visual materials and discussions. Often used as preparation for the Native Life and archaeology program. Includes pre-and post-visit materials

Technology Workshop (School Site): 1 day

Students appreciate human ingenuity through the invention of simple machines and their evolution from Stone Age to today. This workshop can be used separately or in conjunction with the Colonial Life Technology program.

Native Life and Archaeology (Hoyt Farm): 1 day

Suffolk County Archaeological Association personnel teach students about Long Island's history through archaeology, ethnobotany, and native technology.

Program #402

■ **Science Enrichment Excursions (school year and summer)**

Grades K through 12

Excursions from Manhattan to Montauk...and beyond. BOCES staff will discuss and offer assistance with all science-based excursions. We work with museums, Cornell Cooperative Extension, Liberty Science Center, and aquariums. The Long Island Rail Road and the Sayville Ferry can be contracted through this service.

Program #402

■ **State University at Stony Brook**

Grades 7 through 12

Biotechnology Teaching Laboratory - SUNY Stony Brook

12 work stations, accommodates 24 students. By performing DNA restriction enzyme analysis, transformation of bacterial cells, and polymerase chain reaction (PCR), students can use state-of-the art techniques and equipment utilized in many research laboratories around the world. Flexible hours.

Instructional Support Services

Planning Services

Through the various planning services, Western Suffolk BOCES can help school districts evaluate options as they prepare for the future. These services are grounded in a thorough review of current research and extensive evaluation of a district's needs and goals.

Program #607

■ Planning and Research Services

Bonnie Cap, 631/242-1128, ext. 249

These services provide support and assistance to Boards of Education, administration, and committees in a variety of research and planning issues.

Comprehensive Long-Range District Planning

This service provides comprehensive, pertinent information for planning the district's future. Analysis of demographics, enrollment trends/projections, functional utilization of school facilities, and long and short term space alternatives. This service provides five to ten years of planning data and satisfies Section 155.1 of the Commissioner's regulations concerning enrollment and facilities. An update component is also offered to districts who have contracted within the past three years for a comprehensive study. This update focuses on analysis of district factors previously considered.

Educational Research Service

Bonnie Cap, 631/242-1128, ext. 249

This service offers:

- Literature reviews to identify exemplary programs and determine the most efficient and cost-effective ways to implement, monitor and evaluate them.
- Reviews of current curricula to determine whether programs accomplish their objectives.
- Development of measures of objective attainment including tests of student performance, surveys (of students, teachers, or community at large), interviews (with administrators, teachers, students), focus groups (with students, teachers, or administrators), and classroom observations.
- Statistical analysis to determine trends in academic achievement.
- Preparation of evaluation sections of proposals to funding agents.
- Other education research and evaluation projects tailored to the needs of your district.

Administrative Support Programs

Administrative Support Programs

Personnel Services

Program #602

■ Certification Office

Dr. Michael Mensch, 631/549-4900, ext. 206

The State Education Department has authorized this office to evaluate and recommend certification for all areas of the professional service with the exception of the following certificates: School District Administrator, School Business Administrator, Occupational Education Services, Bilingual Education, English as a Second Language, Provisional Renewals and Temporary licenses for uncertified personnel. Professional employees referred by participating districts receive prompt responses to questions concerning certification status. Information regarding changes in certification regulations is disseminated regularly with explanatory notes; workshops are conducted for superintendents, personnel administrators and clerical staff.

Program #624

■ Teach Long Island!

Educational Recruitment Service

Dr. Michael Mensch, 631/549-4900, ext. 206

The Educational Recruitment Service is a clearinghouse for teaching and administrative vacancies. A resumé file is established for each applicant when a resumé is received. This profile is forwarded, upon request, to participating school districts as vacancies within appropriate certification areas develop.

Special attention is given to recruiting culturally and ethnically diverse educators and administrators. Recruitment efforts include shared advertising, and a recruitment fair. There is no charge to applicants for this service.

Other Services

Program #520

■ Graphics/Typesetting/Printing

Stephen Clayton, 631/549-4900, ext. 269

This service can design and typeset brochures, newsletters, reports, calendars, and booklets using desktop publishing. Our Apple McIntosh system is compatible with IBM documents. An offset press and a high speed Xerox 5090 copier produce high quality printing for school districts. Multi-color printing is produced on offset. Maximum paper size of 11" x 17" can be collated, folded and/or bound.

Program #618

■ Insurance Management Service

Warren Taylor, 631/549-4900, ext. 210

This program offers a comprehensive insurance management service to districts through the office of risk management. The insurance management service provides the following customized services to school districts:

- property and casualty insurance evaluation and specifications
- analysis of self-funded health, dental, disability, life and other benefit programs
- analysis of existing fringe benefits
- access to professional actuaries

Program #618

■ Flexible Benefits— Section 125 Program

Warren Taylor, 631/549-4900, ext. 210

This program develops and administers a Section 125 Flexible Benefits Plan for employees of a school district.

Administrative Support Programs

Program #307 Public Relations Coordinator
Program #634 Board Staff Development
Program #635 Public Information Service

■ School Public Relations

Susan E. Smith, 631/549-4900, ext. 224

Comprehensive Service

Shared professional staff will provide a comprehensive school public relations program. Overall program coordinator will train staff and supervise the planning, organizing and implementation of a public information program in each district. In addition, the coordinator will conduct training and planning sessions for in-district staff and/or board members to help them build a comprehensive public relations program that addresses concerns within their community.

Project-by-Project Service

Districts can avail themselves of professional staff for individual projects such as budget brochures, calendars, newsletters or the coordination of any other public relations project.

An individual school public relations specialist may be hired by BOCES to provide services to two or more districts on a customized basis.

Program #321

■ Shared School Lunch Supervisor

Helen Boggs Smith, 631/549-4900, ext. 222

Western Suffolk BOCES will employ a school lunch supervisor to be shared between two or more districts. This supervisor will oversee the food service program in participating districts; oversee and direct the preparation of menus; train and supervise food service employees; and oversee and direct the food procured by districts.

Eastern Suffolk BOCES

Program #407WSB/#440ESB

■ Arts-in-Education Program Services

Carol Brown 631/288-0290

BOCES Arts-in-Education is a coordinated program for both BOCES in Suffolk County. BOCES coordinates contracting and processing the payments for school performances, workshops, residencies and field trips. Districts can select from a wide selection of arts programs screened for their artistic and education quality and curriculum connections.

The Arts-in-Education catalog describes more than 1,200 programs in print, CD, and online which include: standards and curriculum alignment, grade level suitability, cost, and contact information. These programs are categorized by various art forms and by curriculum areas. Evaluations from the previous year rate educational and technical quality, student response and presenter interaction. Teachers' anecdotal recommendations are also included.

Program #617WSB/#612ESB

■ Cooperative Bidding

Lorraine Hein 631/289-2200

School districts that bid on a cooperative basis realize significant savings in time, labor, and money. Presently, Eastern Suffolk BOCES is providing this shared service to sixty-one (61) school districts in Suffolk County, and the town governments of Brookhaven and Islip.

Services include:

- coordination of membership activity
- specification development
- bid preparation and analysis
- legal advertisements
- bid award recommendations and reports
- intercession on vendor problems and complaints
- researching vendors

Currently the program solicits bids for 26 categories, which include: fine paper; arts and crafts supplies; physical education/athletic/first aid supplies; fuel oil; microcomputers, peripherals and software; custodial supplies and floor chemicals; and office supplies.

Program #534WSB/#526ESB

■ Conflict Resolution and Mediation Service

Barry Rosen 631/289-0078

Linda Pennisi 631/286-6517

For our schools to be successful, students must learn very early that while they must take responsibility for their own actions, the school will also make every effort to support and protect them from harassment and violence, so that they can safely be involved in the life of their school. Training includes:

Interpersonal Conflict Resolution and Peer Mediation Training. Trainees will be prepared to mediate disputes and help students or adults resolve conflicts in a win-win, dignifying manner without damaging relationships. (15 hours)

Advanced seminars for mediators with at least 15 hours of training include Resolving Conflicts that Arise from Diversity or in Dating Relationships. (5 hours)

School staff are often an alternative to negative role models for dealing with conflict, without even realizing it. To encourage a safe school climate, workshops provide skills to adults as well as students in: anger management and de-escalation techniques, clear communication, reading non-verbal messages, empathy, perspective-taking, and problem-solving. With these skills, trainees learn to disagree without damaging their relationships and peacefully negotiate their needs.

Program #606WSB/#617ESB

■ Employee Assistance Program

Laura Grossman 631/289-0480

The EAP helps employees and their family members of participating school districts resolve personal difficulties which may be affecting job performance. The EAP is a joint union/management program that is totally confidential, voluntary and neutral.

EAP provides help for a wide range of issues including emotional, financial, family, and legal problems. Services include crisis intervention counseling,

Eastern Suffolk BOCES

assessment of problem situations and referral to approved resources. Additional services include: workshops that meet staff development and professional development requirements, intervention training for supervisors and union representatives, 24-hour answering service to enhance the crisis response services, and a comprehensive data bank of prescreened referral resources.

Program #609WSB/#602ESB

■ **Negotiations Information Services**

Elizabeth Bosse 631/289-2200

NIS is an expedient source of data for districts negotiating new contracts and/or hiring new personnel. NIS includes:

- Timely and extensive reports covering salaries and fringe benefits for Suffolk County teachers, administrators, and non-instructional staff.
- Salary rankings for each of the above groups. Teacher rankings indicating averages, minimum and maximum salaries.
- Monthly updates on the progress of negotiations.
- Research on any contract or noncontract item, as requested by a member district.
- Data available on diskettes, email or fax.
- Consumer Price Index (CPI) percentages as reported by the US Bureau of Labor Statistics.

Program #620WSB/#623ESB

■ **Nonpublic School Textbook Program**

Peggy Jones 631/687-3116

This program will process all requests for textbooks from students in Grades K-12 residing in your school district but attending nonpublic schools. This includes ordering and distributing the textbooks, which enables us to:

- Reduce your costs by “pooling” textbooks.
- Keep a computerized inventory.
- Order books only when necessary.
- Communicate directly with nonpublic schools and parents.
- Distribute and collect textbooks at our seven centers located throughout Suffolk County.

Program #619WSB/#618ESB

■ **Regional Occupational Safety and Health (ROSH)**

Larry A. Speciner (631) 687-3131

ROSH assists local districts in developing a comprehensive health, safety and risk management program. Services include training, workshops, model plans, and technical assistance to comply with local, state, and federal rules, regulations and laws. BOCES offers training sessions at various locations during the school year. Participating districts may send appropriate employees. If a large number of employees need to be trained, a district may request onsite training; however, it is not guaranteed that this request can be accommodated at the Basic level of service. Participants may also avail themselves of our video library for the district’s own training sessions. Under the Basic program, we assist with written plans by providing sample plans for your adaptation and use.

Basic participants can also attend the various workshops offered during the year. Basic program participation may include selections from the following management and training services on an “as needed” and “as available” basis:

- Art and Science Classroom Safety
- Asbestos/AHERA Management Program
- Bloodborne Pathogen Standard Program
- Chemical Hygiene Laboratory Standard Program
- Construction Safety
- CPR/AED Training (additional cost)
- Emergency Planning
- Environmental/Engineering Services
- Fire and Building Code Guidelines
- Hazardous/Medical Waste Management/Disposal
- Indoor Air Quality Program
- Integrated Pest Management/Pesticide Regulations
- Lead Management Guidelines
- Lockout/Tagout Program
- OSHA Compliance
- Permit-Required Confined Space Program
- Right-to-Know Law and Hazard Communication Standard Programs
- Risk Management
- Safety Committee/Participation
- School Violence Prevention
- SEQRA Compliance Services
- Underground Storage Tank Requirements

Eastern Suffolk BOCES

In District Shared Health and Safety Specialist

Districts that sign up for the In-District Health and Safety Specialist program are accommodated at a higher level of service. The Health and Safety Specialist will report directly to your school district and coordinate the District Health and Safety Program. All requested training is provided on-site by the Safety Specialist. This also allows for the training of employees as they are hired without having to wait for scheduled group training.

Direct assistance with writing and updating written plans (including MSDS's) and record keeping is provided. Assistance with any health and safety matter can be on an "as contracted" basis. Support and technical assistance are provided by the Regional Occupational Safety and Health staff. (Must also be in Basic Service)

Weather Reporting Service

BOCES contracts with a professional weather service to provide up-to-the-minute, meteorological information to subscribing districts.

Using predetermined criteria, BOCES staff members contact local school district officials to relay weather information that will assist districts in making decisions regarding the opening and/or closing of school programs in inclement weather. (Must also be in Basic Service)

SAVE Compliance Services

Services and workshops can help districts comply with the SAVE legislation and promote a protective environment against violence. Services available include, but are not limited to, the following:

- Tabletop training for crisis situations
- Functional exercises/drills
- Development of personalized emergency management guidebook
- Violence prevention and crisis resolution workshops
- SAVE legislation workshops
- Assessment plans
- SAVE Plan annual updates

Other Programs

■ High Intensity Tutoring

Dwight Stecker 631/451-4220

High Intensity Tutoring is an instructional program for the inmates at the Suffolk County Correctional Facility in Riverhead and Yaphank. This program provides students with art and computer instruction when regular programs for incarcerated youth are not in operation.

■ Program for Incarcerated Youths

Dwight Stecker 631/451-4220

This is an in-jail educational and counseling program for persons less than twenty-one years of age, comparable to their home school program. The primary goal of the educational program for incarcerated youth is to provide for the educational needs of young inmates. Instruction is designed to increase achievement in reading, mathematics, and oral and written expression. Classes meet five days per week for three hours per day.

■ Program for Incarcerated Adults

Dwight Stecker 631/451-4220

This is an in-jail educational and counseling program for persons above the age of twenty-one. Instruction is designed to increase achievement in reading, mathematics, written expression and career/life planning.

■ Migrant Education Outreach Program

Gail Horton 631/208-1936

The Migrant Education Outreach Program addresses the special needs of migrant children, ages 3-22. Parents, students and staff work in partnership with local schools in order that migrant children meet New York State's challenging educational standards. Assuming an advocacy role, staff members assess the educational, health, and social needs of each family member and set up goals and objectives accordingly. This program covers both the Nassau and Suffolk regions.

■ RE-ROUT

(Recently Released Offenders Under Training)

Dwight Stecker 631/451-4220

Judith Cahn 631/286-6950

Re-Rout provides re-entry services and immediate subsistence aid to Suffolk County residents who have been incarcerated and who desire assistance, after release, in obtaining employment or continuing their education.

Eastern Suffolk BOCES

Program #605 WSB/#417, 603, 604, 607,614, 624, 629 ESB

Regional Transportation

Program #629 ESB

■ Related Services

Pat Martell

Sarah Leuck 631/472-6480

Shared transportation provides a transportation professional to manage the district's transportation operation. Automated Routing is computerized routing with on-site support and unlimited training during the contracted period. Other services include transportation impact studies, route efficiency reviews, enrollment projections and redistricting.

Program #417, 624 ESB

■ Resource Center

Lorraine Misciagno 631/472-6480

Eastern Suffolk BOCES offers many services to improve safety awareness and ensure compliance with regulatory agencies such as the NYS Education Department, NYS Department of Motor Vehicles and the NYS Division of Driver Program Regulations.

Additionally, defensive driver and behavior management courses are offered for drivers, monitors, and attendants. Other transportation services support operations and training such as drug and alcohol testing, driver, monitor and attendant physicals, TB testing, driver abstract provision, point insurance reduction, full driver, monitor and attendant file audits; and tape rental library. Safety Sally Mobile Safety Classroom for grades K through 6 is #417ESB.

Program #603, 604, 607, 614 ESB

■ Transportation Service Provider

Pat Martell 631/472-6480

To meet the needs of numerous districts, safe, efficient economical transportation is provided. The cost of the transportation is prorated between all the districts sharing the total costs of each service.

Nassau BOCES

Program #405WSB/#404NB

■ Cultural Arts Center

Ava M. Favara, Principal, 516/364-1177

The Center is Long Island's public high school for the performing and visual arts. For students in grades 9–12, it offers professional training by recognized professional artists who are experienced master teachers. Students can major in dance, drama, instrumental and vocal music, musical theater, playwriting, visual arts or theater technology at this specially designed complex located in Syosset.

The Full-Day Arts High School

Students pursue an arts and academic program to meet the requirements for a high school diploma. Students benefit from the intensive arts instruction and have extra time for additional courses in their majors.

Arts-Only Program

This is a half day of professional arts training for students who take academic courses at their home high schools. A specialized curriculum prepares students to pursue professional careers in one of the arts disciplines. Many courses are certified for college credit and most students graduate with advanced credits and full or partial scholarships to colleges or conservatories. Student acceptance is based upon successful completion of an audition and interview. Includes a professionally equipped theater, dance and art studios and individual practice rooms.

Program #406WSB/#401NB

■ The JASON Expedition

Carolann James, Supervisor, 516/396-2264

This multidisciplinary program excites and engages students in science and technology through the use of telecommunications. BOCES provides teachers with curriculum-based activities, hands-on training, access to an online resource center and the opportunity to participate at a live telecast linking students to research scientists in remote environments.

Aligned with the NYS Learning Standards for math, science, technology, social studies and English/language arts, the curriculum can be used with elementary through high school students, but is designed with middle school youngsters in mind. JASON Expedition for 2005/2006 will be "Mysteries of Earth and Mars".

Program #637WSB/#620NB

■ Cooperative Bidding Program

Robert Wendeiken, Purchasing Agent, 516/396-2240

The Cooperative Bidding Program provides participating school districts, other BOCES and municipalities with a sophisticated computerized resource that enables them to fill their buying needs efficiently and cost effectively. A team of experts creates reliable, detailed specifications and award criteria for equipment, supplies and public works projects. Possible vendors are then identified, invitations are publicized and distributed and bid awards are managed within the parameters set for its members.

The website (www.nassauboces.org) makes cooperative bid contract data available to participating districts and allows client vendors to examine the bid calendar, see new bid announcements and join the vendor list. Participating districts can also have Nassau BOCES produce their purchase orders against the cooperative bid contracts using computer-generated requisition forms. In addition, members are offered a direct data transfer utility which sends bid pricing directly to their financial software for generation of purchase orders.

Program #430WSB/#411NB

■ Summer Arts Academy

Ava M. Favara, Principal, 516/364-1177

This intensive four-week program in the visual and performing arts offers individualized coaching and small group instruction with professional artists who are experienced master teachers. Ensemble work and public performances help interested students in grades 6–12 enroll in one of the following: creative writing, dance, drama, musical theater, instrumental music, vocal music, music technology, computer graphics or visual arts classes. Located at the Cultural Arts Center in Syosset, classes are held weekdays July 5–29 from 9 AM–3 PM in the air-conditioned, custom-designed arts complex. Students have the opportunity to take field trips to museums and Broadway shows.

Program Numbers

Programs used by Districts in Western Suffolk BOCES

Below is a listing of programs by program number. Those districts which purchase services from Eastern Suffolk BOCES or Nassau BOCES will note that their program numbers are listed to the right of the Western Suffolk program name.

Western Suffolk
BOCES Numbers

Other
BOCES Numbers

101	Career & Technical Education	
104	Diversified Career & Technical Education	
105	General Career & Technical Education	
106	Continuing Career & Technical Education	
110	BOCES East Career & Technical Education	101
214	BOCES East Handicapped	202, 203, 204
215	BOCES Nassau Handicapped	237, 202, 232, 233, 242
242	BOCES Center Option 2	
243	BOCES Center Option 3	
252	District Class Option 2	
253	District Class Option 3	
307	Public Information Coordinator	
312	ESL Consultant Service	
313	ESL Itinerant	325
314	BOCES East Itinerant	304
316	BOCES Nassau Itinerant	303
321	Shared School Food Service	610
402	Outdoor Learning Lab	460
403	Interim Alternative Educational Program (IAEP)	
404	Law Related Education	455
405	BOCES Nassau Cultural Arts	404
406	BOCES Nassau Environmental Education	401
407	BOCES East Arts In School	402
409	BOCES East Gifted And Talented	435
413	Alternate Education - Option I	
414	SAC/Supplemental Services	

Program Numbers

Western Suffolk BOCES Numbers		Other BOCES Numbers
415	SAC/Support Staff	
416	SAC/Evaluation & Consultation	
417	Bus Safety for Students	417
419	Alternative High School	
422	BOCES S. Westchester Hospital Service	
424	PASS Program	
426	Supplemental Education Services	
427	BOCES East Hospital Based Service	438
430	Nassau Summer Arts	411
431	Services for Parenting Teens	
432	BOCES Regional Summer School	432
433	Equivalent Attendance	
435	Career Enrichment	
501	Instructional Technology Services	590
502	CLT-Multi-Year Services	
506	Curriculum Development	
510	BOCES Erie 1 Planning	
511	BOCES Nassau Av Repair	509
512	BOCES Nassau Health	550
513	BOCES Nassau Athletic	502
514	School Library Automation Service	
516	BOCES Monroe-Orleans Science Kits	
518	BOCES Putnam/N Westchester Science Kits	522
520	Printing & Graphics Arts	609
522	BOCES East Office Automation	520
524	BOCES Nassau Staff Development	523
534	BOCES East Conflict & Resolution	526
535	BOCES East Curriculum Development	506
536	Model Schools Program	512,596
538	BOCES Nassau School Business	
539	BOCES East Graphics Presentation Service	609
543	BOCES East Data Mining	513
602	Teacher Certification	613
604	BOCES East Bus Safety	624
605	BOCES East Transportation	603-SP Ed

Program Numbers

Western Suffolk BOCES Numbers

606	BOCES East EAP
607	Planning
608	BOCES East Adm Data Proc
609	BOCES East NIS
611	BOCES East Substitute Coordination
613	BOCES Questar III (R-C-G) State Aid Planning
614	BOCES East Public Relations
615	BOCES East Micro Repair
617	BOCES East Coop Purchasing
618	Insurance Management
619	BOCES East Health & Safety
620	BOCES East Textbook Program
623	Health & Safety Education Training
624	Regional Recruiting
625	BOCES East Online Pupil Transportation
626	BOCES East Part 200 Management
632	BOCES East Drug And Alcohol Testing
633	BOCES East Telephone Network
634	Board Staff Development
635	Public Information Service
636	Telecommunications Services
637	BOCES Nassau Coop Purchasing
639	BOCES Nassau Planning

Other BOCES Numbers

604-oc Ed
617
615, 685
601
602
621
609
521
612
695
618
623
678
606
622
624
644

