



Policies for Adult Program Students

Career & Technical Education Literacy Programs

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The complete policy manual can be found at www.wsbores.org/policies

Questions should be directed to the building administrator.



Issues of Importance for Adult Students

Non-Discrimination Notice

Western Suffolk BOCES does not discriminate on the basis of age, religion, creed, ethnic origin, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. Those intending to file a grievance due to alleged discrimination must follow the grievance procedure as established by the BOCES in policies 5122, 6560 and 6211. Inquiries concerning the application of regulations prohibiting discrimination may refer to the BOCES Compliance Officer, Hugh Gigante, who may be contacted at 507 Deer Park Rd., PO Box 8007, Huntington Station, NY 11746-9007; or (631)-549-4900, ext. 204; or email hgigante@wsboces.org. Or, inquiries may be made by contacting the Office for Civil Rights at NY Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500; or call [646-428-3900](tel:646-428-3900); or fax [646-428-3843](tel:646-428-3843); or TDD [800-877-8339](tel:800-877-8339); or email OCR.NewYork@ed.gov or file form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Family Education Rights and Privacy Act of 1974 (FERPA)

This is to advise you of your rights with respect to your school records, pursuant to the federal FERPA. FERPA clearly specifies that information about students, other than directory information, will not be made available without going through specified procedures, except to the extent FERPA authorizes disclosure without consent i.e. to school officials with legitimate educational interests. Directory information includes name, community in which a student resides and name of the program student attends. Normally, this information would be released in a program yearbook, in BOCES newsletters, on BOCES websites, or in a story to local districts or local newspapers concerning a special event or honor which has occurred or will occur in a program of Western Suffolk BOCES. You may object to the release of such information by writing to Records Access Officer, PO Box 8007, Huntington Station, NY 11746-9007.

Inspection and Copying of Western Suffolk BOCES Records

Students 18 years of age or older have a right to inspect and review official records, files and data which constitute a student's cumulative record folder and are intended for school use or for use by others outside the school or school system. Specifically included are academic work completed, attendance data, health data and other comparable information of a directory nature.

Questions concerning the procedure to be followed when requesting a hearing to challenge the content of the records are to be directed to the appropriate principal of adult education at Western Suffolk BOCES.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available without the written consent of the student. Exceptions to this rule include school employees and officials and certain state and federal officials, who have a legitimate educational need for access to records.

You have a right to file a complaint concerning alleged failures by Western Suffolk BOCES to comply with the requirements of FERPA to Family Policy Compliance Office; US Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920.

Use of Telephone/Email/Computer Network (excerpt from Policy # 7171)

The BOCES telephone lines and computer networks are proprietary communication systems to which employees and students are permitted access. Employees and students should have no expectation of privacy. BOCES has access to all Internet activities that are sent and received. Messages relating to or in support of illegal activities may be reported to the authorities. Messages may be reviewed by the system administration to insure appropriate use. BOCES reserves the right to access and view any material transmitted or stored on district equipment or any material used in conjunction with BOCES telephone lines and/or computer networks.

Interrogation and Searches (excerpt from Policy # 6230)

School lockers, desks, and other school storage places are not the private property of students but the property of the BOCES. As such, lockers may be opened and subject to inspection from time to time by school officials.

Pesticide Notification

Section 409H of the Education Law requires us to advise you of the following:

Pesticide products may be used periodically throughout the school year. BOCES is required to maintain a list of students who wish to receive written notice (48 hours in advance) that BOCES plans to apply pesticides within a 72-hour period preceding a school day. For further information or to place your name on the above-mentioned list please send a letter including your name, address and the specific school for which you are requesting notification to: Emmett Urban, WS BOCES Pesticide Representative, PO Box 8007, Huntington Station, NY 11746-9007.

Asbestos Inspection

Western Suffolk BOCES maintains an asbestos management plan and a calendar of planned asbestos inspections. Those plus any response actions and post-response actions are available in the BOCES Maintenance & Operations Office, 762 Deer Park Rd., Dix Hills, NY.

School Closings

Students should make no assumption to influence arrival time. BOCES sends/posts delays/closing information to various outlets with the awareness that any one avenue may experience a glitch in its system beyond BOCES' control. Students can learn and **should be prepared to check** about school delays/closings from the media outlets listed below. It is each student's responsibility to check. Messages are sent to:

Television: News12

Internet: www.news12.com
www.newsday.com
www.wsbores.org
www.wilsontech.org

Code of Conduct (for Adult Program Students)

The BOCES is committed to providing a safe and orderly educational environment where students receive and BOCES personnel deliver quality educational services without disruption or interference. The BOCES is also committed to maintaining a climate of mutual respect and dignity in the schools to promote learning within a safe environment. Responsible behavior by students, teachers, other BOCES personnel, parents and other visitors is essential to achieving these goals.

The Western Suffolk BOCES Board has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, and honesty and integrity. BOCES is committed to provide training to all employees to help prevent and respond to incidents directed at students that are committed by students or school employees on school property or at school functions including but not limited to discrimination, harassment, intimidation and bullying based on but not limited to, an individual's actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks and twists), color, weight, religion, religious practices, creed, national origin, ethnic origin, disability, age, sex or gender including sexual orientation, gender identity or gender expression. The Board also recognizes the need for prompt notification of local law enforcement agencies when a violation of the Code of Conduct is believed to constitute criminal conduct.

Unless otherwise indicated, this Code applies to all students, school personnel, and visitors when on school property or attending a school function.

V. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately while on school property and at school functions. Students have the primary responsibility for acceptable student dress and appearance. Building Administrators will review with students the attire and accessories that are acceptable and what are unacceptable within the context of the ongoing dissemination of the BOCES Code of Conduct.

Teachers and all other BOCES personnel should 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 style/color, jewelry, make-up and nails must:

- Not include items that are unsafe or potentially dangerous to the safety of others.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include items that are vulgar, obscene, lewd, harassing, profane, libelous or that discriminate against others on account of race (including

traits historically associated with race, such as hair texture and protective hairstyles including braids, locks and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual origination, or disability.

- Not promote and/or endorse the use of alcohol, marijuana, tobacco/vape products or illegal drugs.
- Not include items that encourage, promote and/or incite illegal activities, violent activities or the violation of law or school policy or regulations.
- Not include any attire or accessory whose color or emblem is worn specifically for the purpose of promoting or reflecting membership in a gang, sub-group of a gang, or any suspected gang.

Each building administrator or his or her designee shall be responsible for informing all staff and students of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to the established consequences. Any student who repeatedly

fails to comply with the dress code shall be subject to additional consequences pursuant to the Code of Conduct.

VI. PROHIBITED STUDENT CONDUCT AND DISCIPLINARY CONSEQUENCES

All students must conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, teachers, school administrators, other school personnel and visitors on school property, and for the care of facilities and equipment.

Prohibited conduct includes discrimination and harassment, bullying and/or discrimination against any student or employee on school property or at a school function that creates a hostile environment by conduct or by threats, intimidation or abuse including cyberbullying as defined in this code of conduct that either has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits or mental, emotional and/or physical well-being including conduct, threats intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm or physical injury to a student or to cause a student to fear for his or her physical safety. This prohibited conduct extends to incidents that occur off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats intimidation or abuse, inclusive of verbal and non-verbal actions, might reach school property. This conduct is inclusive of, but not limited to acts based on an individual's actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks and twists), color, weight, religion, religious practices, creed, national origin, ethnic origin, disability, age, sex or gender including sexual orientation, gender identity or gender expression, as defined by this code of conduct.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. BOCES personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

Students who violate the Code of Conduct will be subject to remedial and/or disciplinary action based on the following infractions/consequences. Students should report immediately, either oral or written, to their building administrator or any other school employee any known incident(s) of harassment, intimidation, bullying, discrimination by students or employees on school property, at a school function. When such incidents are reported, BOCES will follow specific steps described in Policy 6560. The infractions have been categorized as minor, serious or major with the understanding that an infraction is assessed on an individual basis to determine the circumstances of the incident and may escalate to a higher level based on its repetitive or persistent nature. Retaliation against anyone who, in good faith reports or assists in the investigation of harassment, bullying and/or discrimination is prohibited.

Each division will annually review the Code of Conduct policy with their respective administrative staff for the purpose of recommending all appropriate or required revisions. Students who violate the Code of Conduct will be subject to disciplinary action based on the following. ***NOTE: Discipline procedures for adults in Western Suffolk BOCES full-time programs are also outlined in the handbooks for each program.***

A. Minor Infractions and Consequences

1) Minor Infractions

- Engaging in any willful act which interferes with the operation of class, school or school function
- Making unreasonable noise
- Using language or gestures that are profane, lewd, vulgar, abusive, teasing, or that incite others
- Rude or disrespectful behavior

- Lateness, unpreparedness for class, irregular attendance
 - Misusing computer devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy
 - Lying to school personnel
 - Defamation
 - Discrimination
 - Unauthorized, disruptive or inappropriate use of electronic device/technology and/or use/display that is in violation of classroom rules/protocols/practices and/or Western Suffolk BOCES policy
- Littering or bringing food or beverage in undesignated areas
 - Violation of dress code except those related to gang affiliation (see Major Infractions)
 - Unauthorized copying of homework/classwork
 - Obstructing vehicular or pedestrian traffic
 - Off campus, minor incident of misconduct that endangers the health and safety of student or staff within the school or can be reasonably forecast to disrupt the work and discipline of the school environment
 - Disruptive behavior school
- 2) Disciplinary and Remedial Consequences for Minor Infractions-include but are not limited to:**
- Verbal reprimand
 - Written notification to building administrator
 - Peer support groups; corrective instruction or other relevant learning or service experience.
 - Supportive intervention
 - Student counseling
 - Referral to appropriate human services agency

B. Serious Infractions and Consequences

- 1) Serious Infractions**
- Repeated or persistent minor infractions
 - Misusing computer devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy – serious incident
 - Trespassing
 - Harassment – serious incident
 - Intimidation – serious incident
 - Physical aggression toward a student/staff member – serious incident
 - Menacing – serious incident
 - Bullying – serious incident
 - Cyberbullying – serious incident
 - Sexual harassment or overt sexual behavior
 - Possession or use of cigarettes, cigars, pipes, chewing or smokeless tobacco, vaping devices, including any refills, cartridges or other components used in such devices, on school property or while attending a school function.
 - Gambling
 - Academic misconduct including plagiarism, cheating, altering records, or assisting another student in any of the above actions
 - Unauthorized presence in, or absence from, assigned area
 - Insubordination to any school/BOCES employee
 - Violation of safety procedures
 - Sexting
 - Off campus, serious incident of misconduct that endangers the health and safety of students or staff within the school or can be reasonably forecast to disrupt the work and discipline of the school environment.
 - Violating the civil rights of other students and/or school employees – serious incident
 - Not following BOCES procedures for the use of prescription medication.
- 2) Disciplinary and Remedial Consequences for Serious Infractions include but are not limited to:**
- Requirement for reimbursement or restitution for damaged or stolen property
 - Referral to appropriate human services agency
 - Formal removal by classroom teacher
 - Peer support groups; corrective instruction or other relevant learning or service experience.
 - Supportive intervention
 - Student counseling

C. Major Infractions and Consequences

1) Major Infractions

- Repeated or persistent serious infractions
- Misusing computer devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the BOCES Internet use policy – major incident
- Possessing/stealing school/BOCES property or the property of another student, school/BOCES employee or any other person lawfully on school property or while attending a school function
- Intimidation – major incident
- Harassment – major incident
- Menacing – major incident
- Bullying – major incident
- Cyberbullying - major incident
- Threats (verbal, written in any media including the Internet, or physical) to another student or school/BOCES employee
- Attempting to cause or intentionally or recklessly causing physical injury or serious physical injury to another with or without a weapon.
- Sexual offenses involving forcible compulsion and aggravated sexual contact
- Sexual offenses involving forcible compulsion and inappropriate sexual contact
- Sexual offenses involving inappropriate contact with no forcible compulsion
- Kidnapping
- Assault with serious physical injury
- Assault with physical injury
- Robbery
- Reckless endangerment
- Use, display or possession of a weapon* or any other item, material, chemical or fluid which could be used as a dangerous or deadly instrument or weapon
- Intentionally damaging or destroying the school/BOCES property or the personal property of a

student, a school/BOCES employee or any person lawfully on school property

- Displaying overt signs, including any attire or accessory, of gang affiliation, or engaging in gang-related behaviors, that increase the level of conflict or violent behavior in the school or disrupt the educational process
- Hazing
- Selling, using or possessing obscene material
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, marijuana, THC, illegal substances, controlled substances, synthetic cannabinoids, or off-label use of any chemical, or being under the influence of any of the above.
- Inappropriately using or sharing prescription or over-the-counter drugs
- Initiating a bomb threat and/or report warning of fire or other catastrophe without valid cause; misuse of 911
- Inappropriately discharging and/or tampering with a fire extinguisher
- Committing an act of arson
- False fire alarm/smoke bombs, use of fireworks
- Endangering the health and safety of others
- Off campus, major incident of misconduct that endangers the health and safety of students or staff within the school or can be reasonably forecast to disrupt the work and discipline of the school environment.
- Violating the civil rights of other students and/or school employees – major incident
- Inappropriate use of or tampering with a fire alarm or AED
- Failure to follow directions during an emergency or safety drill
- Inappropriate, unwanted or aggressive physical contact with staff

*Pursuant to the Gun-Free School Act (P.L. 103-227, Section 8001.

2) Disciplinary and Remedial Consequences for Major Infractions include but are not limited to:

- Dismissal from class/program with no refund.
- Contact of appropriate law enforcement agency
- Permanent prohibition from entering school grounds or enrolling in any Western Suffolk BOCES adult education program
- Consequences for possession of a firearm shall be as described in Policy #6241
- Peer support groups; corrective instruction or other relevant learning or service experience.
- Supportive intervention
- Student counseling
- Referral to appropriate human services agency.

Environmental Remediation

Beyond the individual-focused disciplinary and remedial responses discussed above, school-wide or environmental remediation can be an important tool to prevent discrimination, harassment, intimidation and bullying. Environmental remediation may include:

- Supervisory systems which empower school staff with prevention and intervention tools to address incidents of discrimination, harassment, intimidation and bullying.
- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior.
- Adoption of a research-based, systematic harassment prevention programs.
- Modification of schedules

VII. PHILOSOPHY AND PROCEDURES FOR APPLYING CONSEQUENCES

Methods of student discipline vary in style and effectiveness. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. While no single method of discipline is recommended or mandated, all discipline is to be humane and appropriate to the situation.

CRIMINAL OFFENSES

The appropriate principal or the evening supervisor must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.

Copies of the entire Code of Conduct for Western Suffolk BOCES may be obtained from any Building Administrator, by calling (631) 549-4900, ext. 224, or by visiting our website at wsboces.org/policies

Ensuring our Schools are Free from Harassment/Intimidation/Bullying/Discrimination

Western Suffolk BOCES condemns all harassment/intimidation/bullying/discrimination and further forbids all students and staff from engaging in such activities. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses. The Board is committed to maintaining a learning environment that is free from all forms of harassment/intimidation/bullying/discrimination.

The Board recognizes that harassment/intimidation/bullying/discrimination can originate from a student, employee, a Board member or any non-employee volunteer who works subject to the control of school authorities. Conduct is deemed to be sexual harassment when it consists of unwelcome conduct of a sexual nature. Sexual harassment is not dependent upon the alleged harasser's intention. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as district employees or visitors.

The BOCES Compliance Officer, Hugh Gigante will oversee the implementation of procedures on reporting, investigating and remedying allegations of harassment/intimidation/bullying/discrimination. Dr. Gigante can be contacted at 507 Deer Park Rd., Dix Hills, NY 11746 or by calling 631-549-4900, ext. 204 or by email at hgigante@wsboces.org.

Definitions

For definitions of harassment, intimidation, bullying, and discrimination, see Policy 6211. References in this policy to harassment are intended to cover any and all forms of sexual harassment which is also described in Policy 6211.

Procedures for Reporting

1. Students who believe they have been subjected to harassment/intimidation/bullying/discrimination are to report the incident immediately any school employee who will then be responsible to report it in accordance with this BOCES policy.
2. The building administrator shall notify the appropriate Executive Director who will in turn inform the Compliance Officer of all complaints. Should the building administrator be the alleged harasser, the report shall be made to a different administrator in the building or the appropriate Executive Director.
3. The student can pursue the complaint informally or file a formal written complaint (Attachment A).

Upon Receiving a Complaint

1. Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation

of the allegations shall follow.

2. The Compliance Officer shall notify the student's home school district that a complaint has been lodged and indicate the procedure the agency is following and an estimated time frame for the investigation.
3. The Compliance Officer shall make the final report available to the district. Where possible, all reports of harassment/intimidation/bullying/discrimination will be held in confidence, subject to all applicable laws and any relevant provisions found in the BOCES Policy Manual and collective bargaining agreements, provided they do not interfere with the district's ability to investigate or take corrective action on the complaint.

Investigation of a Complaint

1. All witnesses shall be interviewed.
2. Complainants and the accused are to be notified of the outcome of the investigation.

Appeal Process

If the complainant is dissatisfied with the resolution and desires that further investigation occur, the complainant will indicate such on the Appeal Form (Attachment B) to the District Superintendent or designee within 30 days of complainant's receipt of the final resolution report. The appeal must include

a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Remedial Action

If the investigation reveals that harassment/intimidation/bullying/discrimination has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law, BOCES policies and regulations and collective bargaining agreements. This action shall be reasonably calculated to end the harassment/intimidation/bullying/discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

Depending on the gravity of the misconduct, sanctions may range from a warning, up to and including dismissal of an employee or suspension of a student. BOCES shall notify promptly appropriate law enforcement when it is believed that harassment/intimidation/bullying/discrimination constitutes criminal conduct.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the BOCES policy manual or collective bargaining agreements.

False Accusations

False accusations of harassment/intimidation/bullying/discrimination shall be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the BOCES policy manual or collective bargaining agreements.

Investigation in the Absence of a Complaint

The Board will, in the absence of a complainant's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of harassment/intimidation/bullying/discrimination.

Age-Appropriate Student Training Regarding Harassment/Intimidation/Bullying/Discrimination

The parent/guardian of BOCES students in half-day or full-day programs shall receive an abstract version of this policy annually. Age-appropriate training to prevent harassment/intimidation/bullying/discrimination should be part of new student orientation and then should be conducted for all BOCES students in half-day and full-day programs periodically, thereafter. Training should include providing examples of what is and is not considered harassment/intimidation/bullying/discrimination, procedures for registering a complaint and an explanation of what will occur when a complaint is received.

Dignity Act Coordinator (DAC)

Each school's Dignity Act Coordinator (DAC) shall provide input on relevant training at each building level to raise awareness and sensitivity to potential acts of harassment/intimidation/bullying/discrimination directed at students. See DAC description in Policy 6211.

Copies of the entire policy and administrative regulations, including additional forms, for "Ensuring Our Schools are Free from Harassment/Intimidation/Bullying/Discrimination" may be obtained from any Building Administrator, by calling (631) 549-4900, ext. 224, or by visiting our website at www.wsbores.org/policies

USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY Policy #7173

Western Suffolk BOCES consulted with stakeholders to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply:

- a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;
"Internet-enabled devices" does not include:
 - 1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or
 - 2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a BOCES facility.

Students are generally prohibited from using Internet-enabled devices during the school day anywhere on school grounds.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- a) If authorized by a teacher, principal, or agency for a specific educational purpose;
- b) Where necessary for the management of a student's health care;
- c) In the event of an emergency;
- d) For translation services;
- e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- f) Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

- a) Individualized Education Program (IEP); or
- b) Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

- Students are discouraged from bringing their personal devices to school. If students do bring devices to school, they must store their Internet-enabled devices in designated storage areas during the school day.
- Students attending elementary programs will store devices in their backpacks, which will be placed in the area designated by their program administrator.
- Students attending special education secondary programs will store their devices in their homeroom classrooms or lockers, according to the program they attend.
- Wilson Tech students will store their devices in lockers in their building or classroom, according to their program.

Methods for Parents to Contact Students During the School Day

To accommodate necessary communication, parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.

Enforcement and Consequences

Western Suffolk BOCES is prohibited from suspending a student solely for accessing internet-enabled devices in violation of this policy. However, some uses of personal electronic devices or refusal to adhere to this policy will constitute a violation of the Code of Conduct or other district policies, and in some instances, the law.

Posting of Policy

Western Suffolk BOCES will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting

Beginning September 1, 2026 and annually thereafter, Western Suffolk BOCES will publish an annual report on its website detailing enforcement of this policy within the BOCES in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Education Law Section 2803

Adopted: August 5, 2025

Attendance Plan

To adequately address both the program needs and the individual needs of the diverse students attending the various adult career and technical education programs at Western Suffolk BOCES, the following Attendance Plan shall further the Board's objectives of regular attendance.

Recording/Reporting

(excused and unexcused student absences, tardiness and early departure)

Attendance for class and clinical sessions is taken on an hourly basis or by scheduled session dependent upon specific program requirements.

Each full-time program has specific attendance requirements that are described in each program's handbook. When appropriate, a student will be called in for a conference with a career counselor to discuss the pattern of his/her attendance. Teachers and administrators shall enforce attendance requirements to ensure programs meet rigorous academic standards.

All absences are recorded in the computer.

Determining Recommendation for Certificate of Completion and/or Credential

- **Part-Time Adult Programs**

Unless superseded by requirements necessary for licensure/certification, Certificates of Completion for part-time Career & Technical Education Programs will be awarded to adult students at the last class at no cost to students who have successfully completed a course. To be eligible for a certificate, adult students must attend 80% of the class sessions (unless otherwise stipulated) and complete all other course requirements with a grade of 80% or above. Some programs have course-specific attendance requirements.

- **Full-Time Adult Programs**

Unless superseded by licensure or certification requirements, Certificates of Completion and/or Credentials for full-time Career & Technical Education Programs will be awarded to adult students who have successfully met course objectives and met the individual program attendance and grade requirements as outlined in the student handbook for:

Aircraft Maintenance Technology
Automotive Technology
Cosmetology
Diagnostic Medical Sonography
Esthetics
Practical Nursing
Surgical Technology

Incentives

The highest incentive for having students attend Adult Career and Technical Education programs at Western Suffolk BOCES is the awarding of a Certificate of Completion and/or Credential. A number of incentives are available for the purpose of maintaining a positive record of student attendance.

Students may also qualify for the attendance Honor Roll, National Vocational Technical Honor Society or Perfect Attendance recognition at graduation or program completion ceremonies.

Sanctions

The most serious sanction shall be the withholding of a Certificate of Completion and/or Credential for those students with excessive absenteeism. Other sanctions include: removal/withdrawal from the program; recommendation of alternative courses of study; and/or recommendation of alternate day or evening program schedule.

Students with excessive absenteeism as described in the student handbook specific to each full-time program may be dismissed from the program.

Supervision of the Register of Attendance and Administrative Oversight

The following administrators are responsible for the supervision of the register of attendance and for administrative oversight to analyze attendance data.

Overall responsibility for recording and reporting of attendees is assigned to the Executive Division Director.

Program/Building	Administrator
Part-time Adult Career & Technical Education	Assistant Principal
Full-time Adult Career & Technical Education	Principal
Health Careers	Supervisor – Adult & Secondary Programs
AMT for Adults	Principal

Attendance Plan

To adequately address both the program needs and the individual needs of the diverse students attending the various adult literacy programs offered by Western Suffolk BOCES, the following Attendance Plan shall further the Board's objectives of regular attendance.

Recording/Reporting

(excused and unexcused student absences, tardiness and early departure)

Attendance shall be taken on an hourly basis and recorded in tenths (1/10) of an hour.

Reporting Absenteeism

If a student is absent more than six consecutive hours in one week without prior notice as to the reason for the absence, contact is made by an adult career counselor/adult instructor to determine the reason for the absence. When necessary, a student will be called in for a conference with a career counselor/administrator to discuss the pattern of his/her attendance.

A computer printout of absences is reviewed daily by the designated administrator.

Coding

The codes listed in the chart below shall be used to record weighted absences on a student's attendance record.

Incentives

A number of incentives are available for the purpose of maintaining a positive record of student attendance. The main incentive for students to attend adult literacy programs at Western Suffolk BOCES is to earn a local high school diploma or a high school equivalency diploma (TASC, Test Assessing Secondary Completion) or to improve English literacy skills.

Certificate of participation are awarded based upon attendance and participation criteria as per individual literacy program requirements. To encourage students in all adult literacy programs to complete assigned work in class, absences, tardiness, and early departures shall be weighted according to the schedule below. To apply the weights, multiply the weight of each absence by the number of sessions of such absences. To calculate the student's record of attendance, a percentage shall be calculated after the total of these weighted absences is subtracted from the total number of sessions held in the program.

Code	Absence Reason	Weight of the Absence
A	Absent	1.0 of session
E	Excused	0
1	Tardy or left early (30 minutes or less)	.25 of session
2	Tardy or left early (30 minutes to one hour)	.33 of session
T	Tardy (half of scheduled session)	.5 of session

Sanctions

The most serious sanction shall be dismissal from the literacy program. Other sanctions include: recommendation of alternate literacy site placement; recommendation of alternate day or evening program; and/or, recommendation of enrollment in non-traditional literacy program.

Make-Up Work

Whenever possible, students may be provided the opportunity to make up missed class hours by additional attendance at another literacy site.

Intervention Strategies

In all instances attendance is closely monitored by the designated administrator to determine where problems exist. Poor attendance patterns will be referred to career counselors to determine appropriate strategies/interventions.

When circumstances warrant, the literacy support staff may link families to other state, county or community resources to assist students with situations that impact regular school attendance.

Supervision of the register of attendance and administrative oversight

The following administrators are responsible for the supervision of the register of attendance and for administrative oversight to analyze attendance data. Overall responsibility for recording and reporting attendance is the Executive Division Director.

Program/Building	Administrator
Adult Literacy Programs	Assistant Principal



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