

ADMINISTRATION

Deborah McBride Heppes
Chief Operating Officer

Kerri B. Stroka
Deputy Superintendent

Mark P. Coleman
Assistant Superintendent
Finance and Management Services

Thomas M. Bongiovi
District Superintendent



BOARD MEMBERS

Eugenia S. Pavlek, President
William M. Boss, Vice-President
Michael Bello
Lawrence E. Berger
Martha Bogart
David Eaton
Edwin A. Estrada

Sharleen Depew
Clerk of the Board

August 2023

Dear Student:

Welcome to Orange-Ulster BOCES Career and Technical Education (CTE). I look forward to meeting you on opening day, Tuesday, September 5, 2023, and throughout the school year as you participate in one of our CTE programs. You have selected an excellent school to pursue your technical studies. Our faculty is committed to teaching, leading, and learning; I am confident that you will benefit from CTE's progressive programs and clinical experiences. Upon successful completion of your CTE program, you will be prepared to begin college and/or a career.

The purpose of this mailing is to share with you necessary information to begin the school year. Enclosed, please find and read the following documents:

- Parking Regulations Letter
- Important Notice/Carrying Tools/Electronic Devices/Theft
- Hearing Impairment Assistance Notification
- 2023-2024 Student Calendar & Guidance Counselor Directory
- Parents' Bill of Rights for Data Privacy and Security
- Parental Notification Regarding Pesticide Application
- Orange-Ulster BOCES Student Acceptable Use Guidelines for Computers
- National Technical Honor Society
- Medication Administration Procedures
- **Medical Emergency Authorization Form**
- **Provider and Parent Permission to Administer Medication at School Form/Provider Attestation Form**
- **Request for Pesticide Application Notification 2023-2024 Form**
- **Parent/Guardian Permission for Use of the Internet Form**
- **Student Image Release Form**
- **SkillsUSA Champions at Work**

Student Code of Conduct, Student Code of Conduct Sign Off Form and Military Recruiters & Institutions of Higher Education Opt-Out Form will be distributed to students the first day of classes.

Please submit all documents requiring signatures on September 5, 2023. Should you have any questions about the enclosed material or your CTE program, you may contact the Guidance Department at (845) 291-0300 ext. 11305.

Enjoy the remaining days of summer. I look forward to meeting you in September.

Sincerely,

Kathleen Smith
Director of Career and Technical Education

Career and Technical Education and Adult Practical Nurse Program

Director
Kathleen Smith
845-291-0300
x10310

Assistant Director
Sara Puccio
845-291-0300
x10320

Principals
Eugene Hewitt
Gibson Road
845-291-0300
x10315

Neal Wilkinson
Arden Hill
845-291-0300
x10633

CTE at
Amy Bull Crist
Area Education
Center on Gibson
Road
53 Gibson Road
Goshen, NY 10924

CTE at the
Regional
Education Center
at Arden Hill
(AH)
4 Harriman Drive
Goshen, NY 10924

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August 2023

Dear Parents/Guardians and Students:

On behalf of the CTE community, we sincerely hope you have been enjoying an exciting and enjoyable summer. We are eager to welcome both new and returning students to campus in a couple of weeks. We have begun preparations for what we anticipate will be a truly successful year for our students. We look forward to meeting your children on Tuesday, September 5, 2023, the first day of school for students.

Regarding student parking, please be informed we have limited spaces available on campus. Students are expected to take the CTE bus to and from their home districts. Parking passes will be issued to those students with verified extenuating circumstances as a first priority. All others will be given a parking permit on a first come, first serve basis.

Once student parking has reached its full capacity, exceptions cannot be made. We cannot jeopardize nor compromise the safety of our campus. A waiting list will be established for the remaining students. Please refer to the application procedure in the Student Handbook.

If your student has extenuating circumstances and needs a parking pass, please contact the staff members listed below and set up an appointment for completing the paperwork:

Gibson Road Campus: contact Lisa Steil at (845) 291-0300 x 10313

Arden Hill Campus: contact Lois Bedard at (845) 291-0300 x 10630

As always, should you have any questions regarding either campus, please feel free to contact us.

Sincerely,

Eugene Hewitt
Principal
Amy Bull Crist Campus on Gibson Road
(845) 291-0300 x 10315
Eugene.Hewitt@ouboces.org

Neal Wilkinson
Principal
Regional Education Center at Arden Hill
(845) 291-0300 x 10633
Neal.Wilkinson@ouboces.org



IMPORTANT NOTICE

All visitors to present photo identification upon entrance to their facilities.

PROCEDURES FOR CARRYING TOOLS BETWEEN HOME AND SCHOOL

Several academies require that specific tools be used in class. Certain tools could be considered dangerous or an actual weapon. The following procedures have been put in place in the event that tools need to be transported between home and the Career and Technical Education (CTE).

- A number of Career Academies will purchase a Student Kit at the beginning of the year. The scissors and/or cutting tools in these kits are to be taken home to practice skills and/or for homework. Each Academy will have extra sets of scissors and/or cutting tools for classroom use.
- Students in the Construction Academy may purchase their items for class on their own, but must bring the items to CTE in either of these ways:
 1. Personal transportation or by parent.
 2. If students need to transport tools by their homeschool transportation the following guidelines must be adhered to:
 - a. Keep all items in original packaging, so the reason for transport cannot be misconstrued.
 - b. Turn tools into the Home School Main Office.
 - c. Home School Main Office will give items directly to homeschool bus drivers.
 - d. Upon arrival at CTE, an administrator will retrieve item and give it to student to bring to class.

***If any student violates this process,
there will be consequences since this is a serious violation of the Student Code of Conduct.***

ELECTRONIC DEVICES

Cell phones and other electronic audio and visual devices (MP3 players, iPods, hand-held computer games, etc.) are to be put away when entering the building and are not to be used.

THEFT

The school does not assume responsibility for students' personal belongings regardless of storage location. Students are reminded that they should refrain from bringing large sums of cash, electronic devices, and valuables to school. Cases of theft are reported and investigated by law enforcement officials. Anyone found to be in possession of another person's property will be prosecuted to the fullest extent of the law.

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August 2023

Dear Parents and Guardians:

If you have a hearing impairment that prevents meaningful participation in school related meetings or activities, the Orange-Ulster BOCES will provide interpreter services or reasonable accommodations to assist in participation at your child's educational program.

The Cooperative Board will provide, at no cost to the parent, an interpreter of the deaf for all school meetings and activities that are specific to the academic and/or disciplinary aspects of the child's educational program.

For all school meetings and activities conducted by the Cooperative Board and open to the public, the BOCES will provide interpreter services or reasonable accommodations at no cost to the parent, if the BOCES is notified of the need for such service by the parent at least **FIVE WORK DAYS** prior to the event.

If you have a hearing impairment and would like additional information regarding the available services, please contact Kathleen Smith at (845) 291-0300 x10311.

Sincerely,

Kathleen Smith
Director of Career and Technical Education

/dp

Orange-Ulster BOCES

2023-2024 Student Calendar

Approved: February 9, 2023

Revised: April 13, 2023

4 Independence Day	July 2023							January 2024							1 New Years Day 15 ML King Day 23-26 Regents Exams 21
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							1		1	2	3	4	5	6	
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
	23	24	25	26	27	28	29	28	29	30	31				
	30	31													
	August 2023							February 2024							19-23 February Recess 16
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4						1	2	
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	27	28	29	30	31			25	26	27	28	29			
1 BOCES Conf. Day 4 Labor Day 5 First Day of School 25 Yom Kippur 18 + 1	September 2023							March 2024							25-29 Spring Recess 31 Easter Sunday 16
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							1						1	2	
	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	24	25	26	27	28	29	30	
								31							
6 County Wide Early Dismissal Drill 9 Columbus Day 21	October 2023							April 2024							1 Spring Recess 23 Passover 20
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7		1	2	3	4	5	6	
	8	9	10	11	12	13	14	7	8	9	10	11	12	13	
	15	16	17	18	19	20	21	14	15	16	17	18	19	20	
	22	23	24	25	26	27	28	21	22	23	24	25	26	27	
	29	30	31					28	29	30					
7 BOCES Conf. Day 10 Veterans Day 22-24 Thanksgiving Recess 17 + 1	November 2023							May 2024							27 Memorial Day 22
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4				1	2	3	4	
	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
	26	27	28	29	30			26	27	28	29	30	31		
25-29 Winter Recess 16	December 2023							June 2024							4 Regents Exam 14-26 Regents Exams 17 Rating Day 19 Juneteenth 26 Rating Day 26 Last Day of School 17
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2							1	
	3	4	5	6	7	8	9	2	3	4	5	6	7	8	
	10	11	12	13	14	15	16	9	10	11	12	13	14	15	
	17	18	19	20	21	22	23	16	17	18	19	20	21	22	
	24	25	26	27	28	29	30	23	24	25	26	27	28	29	
	31							30							

184 School Days
2 Conference Days
186 Total

Make up days if necessary, will begin with
March 25, March 26, and then March 27

- ☐ Conference Day - (No School for Students)
- ☐ School Holiday
- ☐ Regents Exam
- Early Dismissal



CTE Guidance Counselors 2023-2024 Program Assignments 845-291-0300

Guy Anderson — Ext. 10433

guy.anderson@ouboces.org



Engineering Careers Academy (STEM)
Environmental Careers Academy— (*Animal Science only*)



Stacie DeMaro — Ext. 10337

stacie.demaro@ouboces.org



Education Careers Academy
Visual Arts Careers Academy
Transportation Careers Academy



Laura Brissing — Ext 10331

laura.brissing@ouboces.org



Culinary Food Trades Academy
Environmental Careers Academy —(*Heavy Equip. only*)
Security Careers Academy
(Law & Fire Science)

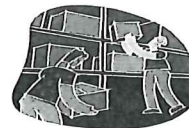


Mary Hennessy — Ext 10330

mary.hennessy@ouboces.org



Transitional Careers Academy
(Hospitality & Work Place Learning)



Alicia Merenda — Ext 10307

alicia.merenda@ouboces.org



Appearance Careers Academy
Construction Careers Academy
(Carpentry, Electrical, HVAC, Welding)



Lisa Scott—Ext. 10634 (Arden Hill)

lisa.scott@ouboces.org



Health Careers Academy
(including Dental, Exercise Science & EMS)



Alfonso Solorzano — Ext 10434

alfonso.solorzano@ouboces.org



School Social Worker





Parents' Bill of Rights for Data Privacy and Security

Parents (includes legal guardians or persons in parental relationships) and Eligible Students (students 18 years and older) can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purpose. PII, as defined by Education Law § 2-d and FERPA, includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.
4. Safeguards associated with industry standards and best practices including but not limited to encryption, firewalls and password protection must be in place when student PII is stored or transferred.
5. A complete list of all student data elements collected by NYSED is available at www.nysed.gov/data-privacy-security, and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. Complaints may be submitted to NYSED at www.nysed.gov/data-privacy-security; by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474- 0937. Parents also have the right to make complaints to the Director of Technology, 4 Harriman Drive, Goshen, NY 10924 (845)781-4358; support@ouboces.org.
7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

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Dear Parent, Guardian, and School Staff,

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

Orange-Ulster BOCES is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72-hours following an application;
- anti-microbial products;
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated biopesticides;
- the application of EPA designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the attached form and return to your student's program or directly to our pesticide representative, Joseph Russo, Director of Facilities III for Orange-Ulster BOCES, 53 Gibson Road, Goshen, NY 10924. Please feel free to contact Mr. Russo should you have any further questions or concerns. Telephone (845) 291-0100, Fax (845) 291-0548, or e-mail joseph.russo@ouboces.org.

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Estimados padres, tutores y personal escolar,

La Sección 409-H de la Ley de Educación del Estado de Nueva York, en vigencia a partir del 1 de julio de 2001, exige que todas las escuelas primarias y secundarias públicas y no públicas brinden notificaciones por escrito a todas las personas en relación con los padres, facultad, y personal con respecto al uso potencial de pesticidas periódicamente durante el año escolar.

Se requiere que Orange-Ulster BOCES mantenga una lista de personas en relación con los padres, facultad y personal que deseen recibir una notificación por escrito con 48 horas de anticipación de ciertas aplicaciones de pesticidas. Las siguientes aplicaciones de pesticidas no están sujetas a requisitos de notificación previa:

- una escuela permanece desocupada durante 72 horas continuas después de una aplicación;
- productos antimicrobianos;
- rodenticidas no volátiles en estaciones de cebo a prueba de manipulaciones en áreas inaccesibles para los niños;
- cebos insecticidas no volátiles en estaciones de cebo resistentes a la manipulación en áreas inaccesibles para los niños;
- geles de sílice y otras pastas, espumas o geles listos para usar no volátiles en áreas inaccesibles para los niños;
- ácido bórico y tetraborato de octaborato disódico;
- la aplicación de biopesticidas designados por la EPA;
- la aplicación de materiales exentos designados por la EPA bajo 40CFR152.25;
- el uso de productos en aerosol con un aerosol dirigido en recipientes de 18 onzas líquidas o menos cuando se usa para proteger a las personas de una amenaza inminente de insectos que pican y muerden, como arañas venenosas, abejas, avispas y avispones.

En el caso de una solicitud de emergencia necesaria para proteger contra una amenaza inminente para la salud humana, se hará un esfuerzo de buena fe para proporcionar una notificación por escrito a aquellos en la lista de notificación previa de 48 horas.

Si desea recibir una notificación previa de 48 horas de las aplicaciones de pesticidas que están programadas para su escuela, complete el formulario adjunto y regrese al programa de su estudiante o directamente a nuestro representante de pesticidas, Joseph Russo, Director de Instalaciones para Orange-Ulster BOCES, 53 Gibson Road, Goshen, NY 10924. No dude en comunicarse con el Sr. Russo si tiene más preguntas o inquietudes. Teléfono (845) 291-0100, Fax (845) 291-0548 o correo electrónico joseph.russo@ouboces.org.

ORANGE-ULSTER BOCES

STUDENT ACCEPTABLE USE GUIDELINES FOR COMPUTERS

Introduction

The Orange-Ulster BOCES has established a computer network and is pleased to offer Internet access for student use. This will allow students access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use guidelines.

Acceptable Uses

1. The computer network in the Orange-Ulster BOCES has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, and the exchange of project related ideas with other classes. This may include participation in the JASON Project, National Geographic Kids Network or other established programs.
2. Students will have access to the Internet via school computers.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not private. School administrators and appropriate staff may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that any work created and/or stored on the network may be viewed by a third party.
5. Assigned passwords should be kept private. Accounts and/or passwords may not be shared.
6. Computer users are expected to adhere to the safety guidelines listed below.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number, and never post your photograph.
2. Never agree to meet in person with anyone you have met on line unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from BOCES staff. The students are not permitted to disable any security or Anti-Virus software.
2. The network may not be used for "commercial" purposes.
3. Use of the network for "advertising" or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates the United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Computer users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Computer users may not log on to someone else's account or attempt to access another user's files.
7. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
8. Computer users may not access Web sites, news groups, or any chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify BOCES staff.
9. Computer users may not engage in "spamming" (sending email to more than 10 people at the same time) or participate in chain letters.

Violation of Acceptable Use Guidelines

Students violating the above policy will be dealt with on an individual basis. Students may lose computer and/or network privileges or face legal action where federal or state laws are violated.

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Dear Students & Families,

Orange Ulster BOCES offers our students the opportunity to become a member of the National Technical Honor Society. The National Technical Honor Society is an educational non-profit that exists to honor, recognize, and empower students and teachers in Career & Technical Education. As the honor society for Career & Technical Education, NTHS serves over 100,000 active members annually in both secondary and postsecondary chapters across the country. Since its founding in 1984, nearly 1 million students have become NTHS alumni.

The benefits of becoming a member of NTHS include access to about \$300,000 in scholarships, connecting to global career and technical education networks, opportunities with leading business and industry leaders, leadership development in communities and positioning

The student responsibilities and requirements for eligibility for membership to NTHS during the 2023-2024 school year are as follows:

- Maintain a CTE cumulative average of 95 or better through the 3rd quarter
- No more than 6 UNEXCUSED absences throughout the year (all contested absences need to be rectified no later than 2 weeks after each quarter ends)
- No disciplinary action such as suspension from either CTE or the home district
- 300 word essay
- Teacher recommendation
- Application filled out properly no later than **April 5, 2024**. Applications will be available mid-March (after 3rd quarter progress reports).

Students must monitor all criteria for eligibility. No late applications will be accepted. If a student fails to fill out the application but meets the eligibility criteria, they will not be admitted to NTHS. **Applications will not be accepted after April 5, 2024. For further and up to date information about NTHS and information on our Google Classroom, your student can check out our website at:**
<https://www.ouboces.org/students-of-all-ages/career-education-for-high-school/clubs>.

Becoming a member of the National Technical Honor Society is a wonderful honor and a great way to start future careers. We look forward to meeting you in the new school year.

Best Regards,

Patricia Babcock
NTHS Faculty Advisor
patricia.babcock@ouboces.org



Kevin Trass
NTHS Faculty Advisor
kevin.trass@ouboces.org

ORANGE-ULSTER BOCES SCHOOL HEALTH PROGRAM MEDICATION ADMINISTRATION PROCEDURES

To administer a student's medication, the Orange-Ulster BOCES School Nurse will require the student's parent as well as the licensed healthcare provider's authorization. **This requirement pertains to over-the-counter medication as well as prescriptions.** Parents must deliver **ALL medications** to the School Nurse. All medications, including over-the-counter medications, must be in the original container, prescriptions must be labeled with the student's name. The prescription container label must include the following information:

- Date
- Names and telephone numbers for the student, pharmacy, and licensed provider;
- Name of medication, dosage, and number of refills;
- Directions for the frequency and route of administration;
- **Note: Over-the-counter medication must be in an original/sealed manufacturer's container.**

During school hours, the Orange-Ulster BOCES School Nurse will monitor the student's response to prescribed medication regimes. Should your licensed healthcare provider alter or change **ANY** part of your student's medication order(s), please complete the following tasks:

- Immediately notify the Orange-Ulster BOCES School Nurse; and
- Provide the Nurse with an updated and signed Medication Administration Permission Form.

Note: Students may not carry or self-administer medication, unless the School Nurse receives specific authorization from a parent and licensed healthcare provider. Please contact the Orange-Ulster BOCES School Nurse to learn more about the self-administration authorization process.

Orange-Ulster BOCES Health Offices

<p style="text-align: center;">Gibson Campus Tiffany Toromanides RN-BC 53 Gibson Road, Goshen, New York 10924 (845) 291-0300 ext 10324 (834) 291-0308 Fax Tiffany.Toromanides@ouboces.org</p>	<p style="text-align: center;">Arden Campus Donnalyn Mason RN BSN 4 Harriman Drive, Goshen, New York 10924 (845) 291-0200 ext 10609 (845) 751-9437 Fax Donnalyn.Mason@ouboces.org</p>
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Program/Teacher: _____ ☐AM ☐PM
ORANGE-ULSTER BOCES CAREER & TECHNICAL EDUCATION
MEDICAL EMERGENCY AUTHORIZATION FORM

The Orange-Ulster BOCES must obtain parental permission to provide your child emergency medical treatment. When school officials cannot reach a parent, guardian or an emergency contact listed on this form, they will share the information provided below with other persons on a need to know basis.

Two reminders: 1) Hospital officials request your health insurance policy number to register and treat your child.

2) The Orange-Ulster BOCES Student Accident Insurance pays only for costs NOT covered by your family insurance.

Return completed form to school with your child. A new form must be completed for any changes in the information

Name of Student: _____ D.O.B. _____

School District: _____

Address: _____

City _____ State _____ Zip Code _____

Father/Guardian: _____ Mother/Guardian: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Email address: _____ Email address: _____

Emergency contacts (other than parent or guardian);

Name: _____ Name: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Email address: _____ Email address: _____

Physician/Health Care Provider: _____ Phone: _____

Medication (include name, dosage, time): _____

(Note: See attached Medication Administration Procedures and Permission Form)

Medical Conditions/Problems: _____

Allergies(asthma, etc): _____

Special Equipment: _____

Private Medical Insurance (name, policy number): _____

Medicaid Medical Insurance (name, policy number): _____

Please attach any COURT ORDERS that prohibit contact with your child.

Signature of Parent/Guardian: _____ Date: _____

ORANGE-ULSTER BOCES

Provider and Parent Permission to Administer Medication at School/School Sponsored Events

To Be Completed By Parent

Student Name: _____ DOB: _____

Teacher/Program _____ AM /PM School Year: _____

I request the school nurse give the medication listed on this plan; or after the nurse determines my child can take their own medications; trained staff may assist my child to take their own medications. I will provide the medication in the original pharmacy or over the counter container and will drop off. This plan will be shared with school staff caring for my child. All unused medications will be picked up in the Health Office at the end of the school year.

Parent/Guardian Signature

Date

Email

Phone Where We Can Reach You ☐ Check if Cell

To Be Completed By Health Care Provider

Valid ONLY UNTIL the LAST DAY of the CURRENT SCHOOL YEAR

Diagnosis _____

Medication _____

Dose _____ Route _____ Time(s) _____

Recommendations _____ ICD Code _____

Note: Medication will be given as close to the prescribed time as possible, but may be given up to one hour before or after the prescribed time. Please advise if there is a time-specific concern regarding administration.

☐ **Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)**

NYS law requires both provider attestation that the student has demonstrated they can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, carry glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

Name/Title of Prescriber (Please Print)

Date

Prescriber's Signature

Phone

Email

STAMP

Return to: Tiffany Toromanides RN-BC at OU BOCES 53 Gibson Road, Goshen, NY 10924

Phone: (845) 291-0300 ext 10324 • Fax: (845) 291-0308 • Tiffany.Toromanides@ouboces.org



NYSCSH PROVIDER ATTESTATION AND PARENT PERMISSIONS FOR INDEPENDENT MEDICATION CARRY AND USE

Directions for the Health Care Provider: This form may be used as an addendum to a medication order which does not contain the required diagnosis and attestation for a student to independently carry and use their medication as required by NYS law. A **provider order** and **parent/guardian permission** are needed in order for a student to carry and use medications that require rapid administration to prevent negative health outcomes. These medications should be identified by checking the appropriate boxes below.

Student Name: _____ **DOB:** _____

Health Care Provider Permission for Independent Use and Carry

I attest that this student has demonstrated to me that he or she can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school sponsored activity. Staff intervention and support is needed only during an emergency. This order applies to the medications checked below:

This student is diagnosed with:

- ☐ Allergy and requires Epinephrine Auto-injector
- ☐ Asthma or respiratory condition and requires Inhaled Respiratory Rescue Medication
- ☐ Diabetes and requires Insulin/Glucagon/Diabetes Supplies
- ☐ _____ which requires rapid administration of _____
(State Diagnosis) (Medication Name)

Signature: _____ Date: _____

Parent/Guardian Permission for Independent Use and Carry

I agree that my child can use their medication effectively and may carry and use this medication independently at any school/school sponsored activity. Staff intervention and support is needed only during an emergency.

Signature: _____ Date: _____

Please return to School Nurse:

School Nurse: Tiffany Toromanides		School: OU BOCES CTE
Phone: (845) 291-0300 ext 10324	Fax: (845) 291-0308	Email: Tiffany.Toromanides@OUBOCES.org

Request for Pesticide Application Notification 2023-2024

Student's Location (check one):

- ☐ Emanuel Axelrod Education Center (Special Ed on Main Campus)
- ☐ Career & Technical Education Center (CTE on Main Campus)
- ☐ Regional Education Center at Arden Hill (Special Ed/CTE Satellite)
- ☐ Middlehope Elementary School
- ☐ Other Satellite* _____ (specify location/program)
(PRINT)

Student's Program: _____

Student's Name
(PRINT)

First

Last

Home Address: _____
(PRINT) Street

City

State

Zip Code

Day Phone: _____

Evening Phone: _____

Cell Phone: _____

E-Mail Address (optional):

*Other Special Education Satellites include:

Chester Academy
Goshen Main Street - 227 Main Street
Goshen Building Communities – 129 West Main Street
Minisink Valley MS/HS/Otisville
Warwick Valley – Pine Island

Note to OUBOCES Staff:

If you receive a form with "Student's Location" left unmarked, please indicate the location, so we can appropriately log the student's information. Thank you for your assistance and cooperation in this matter.

Please send completed form interoffice to Joseph Russo's attention!!

Orange-Ulster BOCES
Solicitud de notificación de aplicación de pesticidas 2023-2024

Ubicación del estudiante (marque uno):

- ☐ Centro de Educación Emanuel Axelrod (Ed. Especial en el Campus Principal)
- ☐ Centro de Educación Técnica y Profesional (CTE en el Campus Principal)
- ☐ Centro de Educación Regional en Arden Hill (Ed. Especial / Satélite CTE)
- ☐ Middlehope Elementary School
- ☐ Otro satélite * _____ (especifique ubicación / programa)
(IMPRIMIR)

Programa del estudiante: _____

Nombre del estudiante (IMPRIMIR)		Domicilio: _____ (IMPRIMIR) Calle	
Primero _____	Último _____	Ciudad _____	Estado _____ Código postal _____
Teléfono del día: _____		Dirección de correo electrónico (opcional): _____ _____	
Teléfono de la tarde: _____			
Teléfono celular: _____			

* Otros satélites de educación especial incluyen:

Chester Academy
Goshen Main Street - 227 Main Street
Goshen Building Communities – 129 West Main Street
Minisink Valley MS / HS / Otisville
Warwick Valley – Pine Island



Nota para el personal de O / U BOCES:

Si recibe un formulario con "Ubicación del estudiante" sin marcar, por favor indicar la ubicación, para que podamos registrar adecuadamente la información del estudiante.
Gracias por su asistencia y cooperación en este asunto.

Envíe el formulario completo entre oficinas a Joesph Russo!!

ADMINISTRATION

Deborah McBride Heppes
Chief Operating Officer

Kerri B. Stroka
Deputy Superintendent

Mark P. Coleman
Assistant Superintendent
Finance and Management Services

Thomas M. Bongiovi
District Superintendent



BOARD MEMBERS

Eugenia S. Pavlek, President
William M. Boss, Vice-President

Michael Bello
Lawrence E. Berger
Martha Bogart
David Eaton
Edwin A. Estrada

Sharleen Depew
Clerk of the Board

2023-2024 Parent/Guardian Permission for Use of the Internet

Please Sign and Return

I have read and understand the information contained in the "Acceptable Use Guidelines for Computers" about appropriate use of the Internet at the Orange-Ulster BOCES. I understand that this form will be kept on file at the school. I give my child permission to access the Internet as outlined in the policy.

Parent/Guardian Name (print) _____

Parent Guardian Signature _____ Date _____

Student Name (print) _____

Student Signature _____ Date _____

Name of Program in Which Student is Registered _____

Permission for Publication of Student Work/Pictures

I give permission for my child's work to be published on the Internet as part of the school curriculum. I understand that the child will be identified by first name only.

Parent/Guardian Name (print) _____

Parent Guardian Signature _____ Date _____

ADMINISTRATION

Deborah McBride Heppes
Chief Operating Officer

Kerri B. Stroka
Deputy Superintendent

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Finance and Management Services

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Sharleen Depew
Clerk of the Board

2023-2024 Permiso del Padre o Tutor para Uso de Internet

Por Favor Firmar y Devolver

He leído y comprendido la información contenida en "Uso Aceptable de Ordenadores" acerca del uso correcto de internet en Orange-Ulster BOCES. Entiendo que este formulario quedará en los archivos de la escuela. Otorgo autorización a mi hijo/a para acceder a internet de acuerdo a las normas provistas.

Nombre del Padre o Tutor (imprensa) _____

Firma del Padre o Tutor _____ Fecha _____

Nombre del Alumno/a (imprensa) _____

Firma del Alumno/a _____ Fecha _____

Nombre del Programa al que asiste el alumno _____

Permiso para la Publicación de Trabajos y Fotografías del Alumno

Otorgo autorización para que los trabajos de mi hijo/a sean publicados en internet como parte del currículo educativo. Entiendo que el menor será identificado por el nombre de pila solamente.

Nombre del Padre o Tutor (imprensa) _____

Firma del Padre o Tutor _____ Fecha _____

Este formulario debe ser firmado y entregado al maestro del alumno.



STUDENT IMAGE RELEASE

In order for students to be included in any OU BOCES publications during the 2023-2024 school year, including yearbooks and graduation programs, this form must be signed and returned no later than October 31, 2023.

At Orange-Ulster BOCES, we document our students' experiences throughout the school year through photography and video. We utilize these items in press releases about student accomplishments at Orange-Ulster BOCES and school yearbooks and posters, videos at Recognition Ceremonies, website articles, Facebook posts, advertisements and much more. We do not want your student to miss out on these memory-making opportunities, but we need your permission to include him/her. Please complete the form and return to Orange-Ulster BOCES.

I hereby grant Orange-Ulster BOCES permission to:

- procure my likeness via any photograph, video, audio or other print or digital reproduction
- edit, alter, copy, utilize, exhibit, publish or distribute my likeness without prior inspection or approval
- utilize my likeness for purposes of publicizing the facility, such as any and all of its publications, websites, social media sites, advertising, promotional videos, and other items or for any other lawful purpose it deems acceptable
- distribute my likeness to other entities for publication or presentation
- publish original student work on the BOCES Web pages during the school year or in the future for promotional or publicity purposes

I agree that neither the student named below nor I will receive remuneration of any kind for this permission, and I release the Orange-Ulster BOCES and any of its agents from any responsibility for the use of the items above for the aforementioned purposes.

I agree that Orange-Ulster BOCES does not have control over independent parties (including but not limited to the press, other parents or students, other community organizations, and the general public) who may photograph or video record images of your child while he or she is attending or participating in an Orange-Ulster BOCES sponsored event or representing Orange-Ulster BOCES in the community.

(STUDENT NAME – PLEASE PRINT)

(PROGRAM)

(STUDENT SIGNATURE)

(DATE)

If the student is under 18, the following must also be completed:

I hereby certify that I am the parent or guardian of _____, who is also named above, and do hereby give my consent without reservation to all items addressed in the Student Image Release in regard to said student.

(PARENT/GUARDIAN NAME – PLEASE PRINT)

(DATE)

(PARENT/GUARDIAN SIGNATURE)

Please call the main office for your student's program, if you do not wish to complete the form.
Career and Technical Education (845) 291-0300 or Special Education (845) 291-0200

LIBERACIÓN DE IMAGEN DEL ESTUDIANTE

Para que los estudiantes sean incluidos en cualquier publicación de OU BOCES durante el año escolar 2023-2024, incluyendo los anuarios y los programas de graduación, este formulario debe estar firmado y devuelto a lo más tardar el 31 de octubre de 2023.

En Orange-Ulster BOCES, documentamos las experiencias de nuestros estudiantes a lo largo del año escolar a través de fotografías y videos. Utilizamos estos elementos en comunicados de prensa sobre los logros estudiantiles en Orange-Ulster BOCES y anuarios y carteles escolares, videos en las ceremonias de reconocimiento, artículos del sitio web, publicaciones en Facebook, anuncios y mucho más. No queremos que su estudiante se pierda estas oportunidades para crear recuerdos, pero necesitamos su permiso para incluirlo/a. Por Favor complete el formulario y devuelvalo a Orange-Ulster BOCES.

Por la presente otorgo permiso a Orange-Ulster BOCES para:

- obtener mi imagen a través de cualquier fotografía, video, audio u otra reproducción impresa o digital
- editar, alterar, copiar, utilizar, exhibir, publicar o distribuir mi imagen sin previa inspección o aprobación
- Utilizar mi imagen con el propósito de publicitar la instalación, como todas y cada una de sus publicaciones, sitios web, sitios de redes sociales, publicidad, videos promocionales y otros artículos o para cualquier otro propósito legal que considere aceptable
- distribuir mi imagen a otras entidades para su publicación o presentación
- Publicar el trabajo original de los estudiantes en las páginas web de BOCES durante el año escolar o en el futuro con fines promocionales o publicitarios

Estoy de acuerdo en que ni el estudiante mencionado a continuación ni yo recibiremos remuneración de ningún tipo por este permiso, y libero a Orange-Ulster BOCES y a cualquiera de sus agentes de cualquier responsabilidad por el uso de los elementos anteriores para los fines antes mencionados.

Estoy de acuerdo en que Orange-Ulster BOCES no tiene control sobre partes independientes (incluidos, entre otros, la prensa, otros padres o estudiantes, otras organizaciones comunitarias y el público en general) que pueden fotografiar o grabar imágenes de su hijo mientras él o ella asiste o participa en un evento patrocinado por Orange-Ulster BOCES o representa a Orange-Ulster BOCES en la comunidad.

(NOMBRE DEL ESTUDIANTE- POR FAVOR IMPRIMIR)

(PROGRAMA)

(FIRMA DEL ESTUDIANTE)

(FECHA)

Si el estudiante es menor de 18 años, también debe completar lo siguiente:

Por la presente certifico que soy el padre o tutor de _____, que también es nombrado arriba, y por la presente doy mi consentimiento sin reservas a todos los elementos que se abordan en la Publicación de Imágen del Estudiante con respecto a dicho estudiante.

(NOMBRE DEL PADRE/TUTOR- POR FAVOR IMPRIMIR)

(FECHA)

(FIRMA DEL PADRE/TUTOR)

Por favor llame a la oficina correspondiente del programa de su hijo, si no desea completar el formulario.
Career and Technical Education (Educación Técnica y Profesional) (845) 291-0300 o
Special Education (Educación Especial) (845) 291-0200



SkillsUSA Champions at Work

Dear Families:

This year at Orange-Ulster BOCES Career and Technical Education, your child has an opportunity to be a member of SkillsUSA. This is a national student organization that teaches leadership and employability skills to help students succeed. Our goal is for students to develop personal, workplace, and technical skills through involvement in SkillsUSA. This opportunity will connect them to career success.

We hope you will support your child's participation in this activity. Membership dues for our SkillsUSA chapter are \$30.00. They are payable by check made out to **Orange-Ulster BOCES**, or cash, due by December 15, 2023. If your child would like to run for the chapter office or be able to vote for an officer they must be a paid member by **October 6, 2023**.

These dues will cover the cost of our local affiliation as well as State and National. Active SkillsUSA members will have a chance to conduct a variety of professional development activities, including competitions that test their job skills against industry standards. Additional information about regional, state or national events will be given to students later. If you have any questions, please do not hesitate to call me at 845-291-0300 or send an email to laura.brissing@ouboces.org or tanner.sexton@ouboces.org. We appreciate your support of this activity.

Sincerely,

Laura Brissing and Tanner Sexton
SkillsUSA Advisors

Please fill out the information below and return this form to your teacher with your \$30.00 fee for club membership. Please make checks payable to ORANGE-ULSTER BOCES or send in cash (exact amount).

PLEASE PRINT:

STUDENT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____

ZIP: _____ **DATE:** _____

CELL NUMBER: _____

CTE INSTRUCTOR: _____ **Home School:** _____

CTE CLASS/Program: _____ **A.M.** _____ **P.M.** _____

GRADE LEVEL: ☐ 11th ☐ 12th **BIRTH DATE:** _____

