



Sullivan
BOCES

Student Handbook

2023-2024

15 Sullivan Avenue, Suite 1 W

Liberty, New York 12754

Phone: 845-295-4000

Fax: 845-292-8694

Dear Student:

The staff at Sullivan BOCES would like to extend a warm welcome to you and wish you the best for a successful school year.

The staff looks forward to providing a strong foundation of skills and knowledge accompanied by a variety of hands-on activities and experiences to increase learning opportunities and prepare students for worthwhile careers. Educational success is dependent upon the cooperative efforts of staff and students in achieving maximum benefits from the experiences at Sullivan BOCES.

This handbook is provided to assist students in understanding the procedures and philosophy of Sullivan BOCES. Please read it carefully and have your parent/guardian sign the last page and return it to your teacher. If further explanation is necessary, please do not hesitate to contact our staff for assistance.

On behalf of everyone at Sullivan BOCES, we are pleased you have chosen to expand your education here, and I again wish you the best for a successful year and future.

Sincerely,

Robert Dufour, Ed. D
District Superintendent &
Chief Executive Officer

Notice of Non-Discrimination

The Sullivan BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the BOCES' non-discrimination policies should be directed to:

Jennifer DeFrank,
Civil Rights Compliance Coordinator
Sullivan BOCES
15 Sullivan Ave, Suite 1W
Liberty, NY 12754
(845) 295-4057

MISSION STATEMENT

Sullivan BOCES is an innovative, county-wide educational service agency, providing leadership, cooperative services, and collaborative opportunities for students, school districts, and community organizations. We promote student success, equity, and inclusion for all while meeting the diverse needs of our students and rural communities.

SCHOOL MEANS:

- Preparing for college or a career in today's world.
- Meeting the employment needs of the community.
- Gaining skills and knowledge to enter today's workforce or further your education.
- Learning skills needed to succeed throughout your career including skills in problem-solving, relating to others, decision-making, and communication skills.
- Meeting new people while participating in programs that can be fun and challenging.
- Offering you the opportunity to develop career awareness and the ability to make career educational choices.
- Achieving self-awareness and realization of self-worth through successful educational experiences.
- Offering students education and training in areas that traditionally have not been available to them.

INSTRUCTIONAL PROGRAMS AND POLICIES

STUDENT RIGHTS:

Each student has the right to:

- An education.
- Be involved in the planning and implementation of his/her educational program.
- Learn in a quiet orderly classroom, secure in the knowledge that no other student or group of students will interfere with the learning process.
- Choose how to behave, based on consequences that will follow, both positive and negative.
- Participate in activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability, or sexual orientation.
- Be informed of all school rules.
- Be guided by a discipline policy that is fairly and consistently implemented.

STUDENT RESPONSIBILITIES:

Each student has the responsibility to:

- Attend school regularly, and appropriately perform to the best of his/her ability.
- Follow his/her established program.
- Know and abide by all school rules.
- Act in an appropriate manner to ensure a safe environment.
- Express himself/herself in such a manner that is sensitive and respectful to his/her peers and school personnel.
- Follow the appropriate due process procedure.

- Accept responsibility for his/her own actions.
- Actively discourage inappropriate behavior of other students and report the incidents to the administration.
- Correctly identify himself/herself promptly in a courteous manner when requested.
- Concern himself/herself with a job well done.
- Follow the cell phone locker/receptacle procedure.

PARENT EXPECTATIONS:

All parents are expected to:

- Recognize that the education of their children is a joint responsibility of the parents, school, and community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are legitimate and documented with a note upon the student's return to school.
- Insist their children are dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that appropriate rules are required to maintain a safe, orderly environment.
- Know and support the school rules.
- Convey to their children a supportive attitude toward education.
- Build positive relationships through communication with school personnel.
- Help their children deal positively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for learning and ensure homework assignments are completed.
- Notify school personnel of phone number, address, or emergency contact changes.
- Support the cell phone locker/receptacle procedure.

ATTENDANCE:

- Good attendance is the key to success at Sullivan BOCES and earning a High School Diploma. Each student is expected to be on time and attend all classes. **Students with poor attendance have difficulty getting good grades and earning credits.** Continual tardiness also affects grades. Students are responsible for bringing in a note from their parent/guardian or physician after they have been absent.
- Home schools may not award credit for academic classes if the student's attendance is especially poor. The home school receives your daily attendance. After three consecutive days of absences, the parent/guardian will be contacted. Attendance letters are sent home as necessary to ensure parental notification.
- The following reasons for student absences from school are recognized as excused with supporting documentation:
 - Student illness (note from a doctor if applicable).
 - Illness or death in the student's family.
 - Impassable roads or weather making travel unsafe.
 - Religious observance.
 - Home school transportation canceled or late.
 - Approved school-sponsored trips or related home-school activities.
 - Medical quarantine.
 - Required court appearance with documentation (official note).

- College visit with prior approval from the administration
- Any other absence is considered unexcused.

TARDINESS:

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

GRADING / REPORT CARDS:

- Classroom teachers will evaluate and assign grades according to the established system. All students are expected to complete the assigned classwork and homework as directed. Students are also expected to submit their own work for credit. Taking, using, and copying the work of others is unacceptable. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.
- Report cards are issued four times a year and interim progress reports are issued throughout the year and some programs use a daily point sheet. A grade of 65% is considered passing. Parents should schedule appointments with teachers and counselors if there are any questions regarding report cards or interim reports.

HOMEWORK:

- Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.
- Parents and the school share the responsibility for student learning. Homework assignments may be graded and counted towards each student's quarterly grade.

BUS TRANSPORTATION:

Students are required to:

- Use bus transportation provided by the home school.
- Show respect for the driver at all times.
- Enter and leave the bus in an orderly fashion without pushing or crowding.
- Obey the **NO SMOKING/SMOKELESS TOBACCO** regulation, including vaping and e-cigarettes.
- Talk in a reasonable tone of voice.
- Refrain from any unsafe or destructive behavior, including throwing objects from the bus or in the bus.
- Report immediately to your home school office if you miss the bus. ***DO NOT DRIVE TO SCHOOL WITHOUT APPROVAL.***

DRIVING PERMISSION:

Driving permission will be issued on a priority and eligibility basis only. This will only include those students with verifiable work responsibilities, internships, and/or vehicle repair. **STUDENTS ARE NOT GUARANTEED DRIVING PERMISSION.** *Permission is reviewed twice a year, per the Code of Conduct.*

Eligible students applying for driving permission must:

- Report to the office and obtain an application.
- Complete the application and return it with appropriate signatures.
- **Submit a letter from your employer or employer contact information, including the days and hours you are scheduled to work. This will be verified before permission is granted.**
- Submit a valid NYS Driver's License, vehicle registration, and insurance card (to be copied).
- Students must park in designated areas.
- Temporary driving permission will be monitored on a daily basis.

Students may have their driving privileges revoked if:

- Student does not follow the driving policy.
- Student parks in an undesignated area.
- Student is recklessly driving or speeding on campus.
- Student is late to class or leaves early.
- **Student is a chronic disciplinary problem.**
- **Student is academically failing.**
- **Student has a poor attendance record.**
- Student does not obey NYS driving laws especially those pertaining to school buses on and off campus.

Students **WILL NOT** be given permission to ride with other students. School administrators to determine eligibility will review extenuating circumstances.

FIELD TRIPS:

- Field trips may be an extension of the Career & Tech/Academic program.
- Sullivan BOCES Code of Conduct must be adhered to at all times, including before or after school hours.
- An appropriate Sullivan BOCES permission slip must be completed and submitted 48 hours prior to the date of the field trip.
- Students will not participate in field trips without the above documentation.

**Extenuating circumstances will be considered in approving driving/riding permission (i.e., 6:00 A.M. departure, 9:00 PM return time).*

HEALTH SERVICES:

- If a student is hurt or ill, he/she should tell a teacher and ask for a pass from the school nurse. Any student being dismissed early due to illness **MUST** report to the school nurse. The school will provide emergency care for students in accidental or unexpected medical situations on the Sullivan BOCES campus.

**** The NYS Education Department has notified all Public Schools that permission is now granted to allow a student to carry and use sunscreen in school if:*

- The sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness;
- The sunscreen is approved by the FDA for over-the-counter use;

- The student’s parent or guardian provides written permission for the student to carry and use sunscreen. (A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student if permitted by a parent or guardian and authorized by the school.)
- Parents/guardians are responsible for providing the FDA-approved sunscreen they would like their child to use at school.

*** *With the exception of sunscreen, students may NOT carry any prescription or over-the-counter medications until completed forms are received by the health office.*

*** *Nurses may administer prescribed or over-the-counter medications to students when:*

- The Nurse receives a written order from a Physician, Nurse Practitioner, or Physician’s Assistant. This must include the name of the student as well as:
 - a. name of the medication,
 - b. dosage,
 - c. time to be given in school,
 - d. diagnosis/ICD#10 code, and
 - e. Physician, (Nurse Practitioner, or Physician’s Assistant) signature, including NPI or license number.
- The medication must be brought to school in a properly labeled pharmacy container.
- The medication must be delivered to the Nurse by an ADULT. The child is not to bring the medication to school under any circumstances.
- The parent or guardian must sign a written request for the administration of medication during school hours.
- Under certain circumstances, a student may carry medication with him/her at school (i.e. inhaler, epi-pen). If you feel it is necessary for your child to do so, please contact the school nurse, who will send home an additional form to be signed by the student’s parent/guardian and prescribing physician.

COVID-19 Considerations

There are a number of steps that students, staff, and community members can take to minimize the spread of all respiratory illnesses, including COVID-19, according to the State Department of Health:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Heavily soiled hands should be washed.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- If your child has a fever, they should stay home. Students should not return to school until fever-free for 24 hours (without fever-reducing medicine)
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Due to the COVID-19 Pandemic amendments may be forthcoming regarding SC BOCES Health Services.

Remote Learning Procedures (As per Code of Conduct)

Sullivan BOCES students receiving remote instruction are subject to all existing District policies regarding student conduct. These Remote Learning Procedures provide additional guidance for students when they are

online. These Procedures are in place to protect students and staff members. Remote learning is an extension of the school and must be practiced in a responsible, safe, efficient, ethical, and legal manner. Parents/guardians are expected to monitor online behavior and teach responsible Internet usage. These Procedures do not supersede or replace the Sullivan BOCES Computer Use in Schools Policy.

A. Remote Learning Commitments

As a parent/guardian of a Sullivan BOCES student, I will read and review this document with my child.

B. Parent/Guardian Responsibilities

- Will provide a distraction-free learning environment.
- Will ensure that students attend class at the assigned time daily.
- Supervise and monitor their student's progress throughout the duration of the school year.
- Support Academic Integrity.
- Encourage the student to manage their time in an effective way.
- Communicate with the teacher concerns about the child's performance or behavior.

C. Student Responsibilities

- Communicate with teachers via email about questions and concerns on information being presented or assignments being assigned (high school students only).
- Will attend and participate in class during the assigned time. Teachers will be providing specific details for their individual classes.
- Will follow the Code of Conduct and class expectations.
- Will find a place during the online class assigned time that is distraction-free (to the best of their ability). Students may be asked to turn their cameras on at times during remote instruction. Specific instructions will be provided by teachers.
- Will complete assignments with academic integrity.
- Will respect teachers and classmates, and will not engage in cyberbullying or bullying of any kind.
- Will dress appropriately for class time (as if you were attending in-person class sessions).

D. School Responsibilities

- The school will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.
- Daily attendance.
- Notification of infractions as part of the progressive discipline plan.

E. General Remote Learning Expectations

- Students are responsible for proper behavior during remote learning. Always use a computer in a way that shows consideration and respect.
- It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- Security and safety is a priority, especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, notify your teacher or school administrator.
- Remote Learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
- Protect your passwords. Keep them secret from everyone except your parents.

F. Student Expectations and Progressive Discipline

- **Violations of the following general expectations will result in progressive disciplinary consequences:**
 - Recording/taking pictures of any class session, teacher, or classmates without their consent.
 - Posting/sending pictures or videos of any class session, teacher, or classmate without their consent.
 - Distributing online class access codes to individuals who are not assigned to the class.
 - Sending or posting discriminatory, harassing, or threatening messages or images.
 - Stealing, using, or disclosing someone else's code or password without authorization.
 - Copying, pirating, or downloading software and electronic files without permission.
 - Participating in the viewing or exchange of pornography or obscene materials.
 - Sending or posting messages that defame or slander other individuals.
 - Disturbing or disrupting the online learning environment.
 - Refusing to follow the rules of the specific online classroom.
 - Inappropriate dress (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
 - Participation in cyber-bullying and/or harassment.
 - Cheating, plagiarism, or academic dishonesty.
- If students violate these expectations, the teacher may use but are not limited to the following consequences:
 - Redirection
 - After-class student conference
 - Student behavior contract
 - Parent contact and/or parent conference
- If these interventions do not positively alter student choices, the student will be referred to an administrator for progressive disciplinary action which may include the following:
 - Student/Parent conference
 - Other means of correction/restorative practices
 - Possible law enforcement referral
 - Digital citizenship assignments
 - Student follow-up behavior conference with a school administrator
 - Suspension/Superintendent Hearing

DISMISSAL:

- No student shall be released to any person other than a parent, guardian, child protective services, or law enforcement personnel unless the parent or guardian verifies the name and identity of such person/s.
- Any individual who seeks the release of a student must report to the Security desk and present identification.
- The student will go to the Security Desk, where he/she will be signed out.
- High School and CTE students who drive may not sign out before the end of the school day without a verification note from their parent or guardian.
- If your son/daughter is ***NOT*** to be released to a biological parent, please provide supporting legal documentation.

DRESS CODE:

- All students are to be well-groomed and neatly dressed. Students should be appropriately dressed for their educational program. Students are to comply with the dress code outlined in the Code of Conduct.

*** ELECTRONIC DEVICES:**

- If a student uses an electronic device without permission, he/she may be subject to disciplinary consequences. Devices shall not be used when there is a safety or emergency situation unless permitted by a staff member.
- Cell phones brought to school will be placed by the student in the cell phone locker or receptacle when entering the classroom. Cell phones will be returned to students at dismissal.

** Please see the Code of Conduct*

COUNSELING:

- Students are encouraged to use the many counseling services that are available to them. These include career counseling, job placement, and assistance in dealing with problems and/or concerns of the students.

TEXTBOOKS/CHROMEBOOKS:

- Textbooks/Chromebooks are loaned to the student who is expected to return them in good condition. Students will be charged for lost or damaged books/Chromebooks. At the completion of the program, students may purchase the books at a reduced rate.

CONDUCT AND DISCIPLINE:

- The goal of the Sullivan BOCES discipline policy (Code of Conduct) is to ensure the right of a student to a productive educational environment that offers opportunities to learn appropriate social skills and develop into mature, responsible adults. The Code of Conduct outlines unacceptable student conduct and consequences for such.
- The Code of Conduct will be reviewed by each teacher. Students attending Sullivan BOCES are expected to accept personal responsibility, conduct themselves in an orderly manner and respect each other, staff, and facilities.
- Gambling of any nature is forbidden in school, on school property, or at a school-sponsored event.

***HARASSMENT:**

- **Harassment is defined as words, writing, or gestures that insult or slander an individual or group of individuals. Harassment of any kind will not be tolerated, and any student who engages in harassment of any type will be subject to appropriate discipline.**
- Per the Dignity Act (referenced below), conduct such as intimidation or abuse includes, but is not limited to, verbal threats, intimidation, and/or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Any student who feels he/she is being subjected to harassment should immediately report the incident to his/her teacher or administrator.

- Sexual harassment is defined as any unwelcome behavior of a sexual nature. This may include verbal comments, obscene gestures, requests for sexual favors, sexual advances, and other verbal and physical conduct of a sexual nature. Students are instructed to clearly inform the offender that the behavior is unwelcome and is to stop. Such behavior must be reported to the Principal/Supervisor.

***DIGNITY ACT:**

- The intent of the Dignity for All Students Act (Dignity Act) is to provide all public-school students with an environment free from discrimination and harassment, as well as to foster civility in public schools.
- The Dignity Act also focuses on the prevention of harassment and discriminatory behaviors through the promotion of educational measures meant to positively impact school culture and climate.
- The Dignity Act upholds New York State’s commitment to provide safe and orderly schools for its students.
- The Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying. (For detailed information regarding the Dignity Act, refer to page 14 in the SC BOCES Code of Conduct)

***BULLYING/HAZING:**

- **Bullying/Cyber Bullying:** A hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. The bullying can be verbal, physical, emotional, and/or social/relational.
- **Hazing:** Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.
- **Bullying and/or Hazing of any kind will not be tolerated, and any student who engages in bullying of any type and/or hazing will be subject to appropriate discipline.**

***TOBACCO PRODUCTS/SMOKING:**

- State and federal laws prohibit tobacco use on school premises and in school vehicles, therefore students **MAY NOT possess or use tobacco products, including smokeless tobacco, e-cigarettes and vapes (pods and e-liquid), matches, or lighters.** This includes tobacco use in all school vehicles parked on or off school property.
- Possession of Marijuana or any substances or devices containing THC is prohibited. This includes any type of edible.
- Tobacco use and possession are also prohibited at school functions, field trips, and any other school-sponsored activities. Any student who violates this rule is subject to disciplinary action, and possibly legal issues.

***DRUGS AND ALCOHOL:**

- Sullivan BOCES is committed to the prevention of drug and alcohol abuse. No person may use, possess, be under the influence of, sell, or distribute alcohol or other illegal or controlled substances, nor may they possess drug paraphernalia on school premises or at school-sponsored events, except drugs as prescribed by a physician per our drug/medication policy.
- All prescription and non-prescription medication must be registered with the school nurse and be taken in the presence of the nurse unless other arrangements have been made by the school nurse.

***DISCIPLINARY MEASURES:** *(as per Code of Conduct)*

Disciplinary measures authorized by the Student Code of Conduct may include but are not limited to the following:

- warnings (oral or written)
- phone call home
- in-school suspension
- suspension from school for up to five (5) school days
- suspension from school in excess of five (5) days
- suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994;
- placement in an interim alternative educational setting for a period of up to forty-five (45) days;
- permanent suspension (expulsion); and
- other, based on administrative decisions.

SEARCH AND SEIZURE:

- The right to inspect a student's personal property will be exercised only when there is reasonable suspicion to believe that weapons, narcotics, alcoholic beverages, contraband, or stolen property have been concealed. Care will be given to protect the unwarranted invasion of personal privacy; however, student consent for these searches is not required.
- School lockers and desks are the property of Sullivan BOCES and may be inspected at any time when there is reasonable suspicion that they contain illegal or stolen items. This includes vehicles parked on Sullivan BOCES campuses.
- An administrator may request a student to empty the contents of his/her pockets, purse, or other personal carrier such as a book bag or a gym-type bag, if he/she has reasonable suspicion that the student is violating the law or a school regulation. Any student who refuses such a request may be subject to suspension in accordance with the procedure set forth in Section 3214 of the Education Law.
- In collaboration with law enforcement officials, police handler(s) and drug-detecting canines (dogs) may be used from time to time, to detect illegal drugs and controlled substances in the district's lockers provided to the students. The use of dogs is to combat the illegal use of contraband by students while in school. It is the goal of the district to maintain an environment conducive to learning for all of the students.

NOTIFICATION OF RIGHTS UNDER FERPA:

- This is to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."
- Parents or eligible students have a right to inspect and review any and all education records.

- Such parents and eligible students are also entitled to an opportunity to a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Program Director.
- Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or eligible students. There are a number of exceptions to this rule, such as to other school employees and officials, and certain State and Federal officials, who have a legitimate educational need for access to such records in the course of their employment.
- Parents or eligible students have the right to file with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of FERPA.
- Sullivan BOCES designates the following information as directory information: “Directory Information” shall mean and include the following: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency attended and photographed
- When making student directory information public, Sullivan BOCES shall give annual public notice as to the type of information to be made public and shall allow thirty (30) days after such notice for a parent to inform Sullivan BOCES that any or all information designated shall not be released.

SCHOOL CANCELLATIONS / SNOW DAYS / EARLY CLOSINGS:

In the event of inclement weather, please do not call the school. All delayed openings, school closings, or early dismissals will be announced on the following radio stations and also on the Sullivan BOCES website at www.scboces.org

WVOS (1240 AM, 95.9/105.7 FM)

WSUL (98.3/95.7 FM)

WDLA (1270 AM, 92.1 FM)

WDNB (102.1)

(List of School Closings on page 14)

SCHOOL CLOSINGS

September 2023

9/4	Labor Day
9/5 and 9/6	Conference Day
9/7	Opening Day for Students
9/25	Rosh Hashanah

October 2023

10/19	Columbus Day
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November 2023

11/1	Conference Day
11/10	Veteran's Day
11/22 - 11/24	Thanksgiving Recess

December 2023

12/25 - 12/29	Winter Recess
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January 2024

1/2	Students Return to School
1/15	Martin Luther King Jr. Day
1/23 - 1/26	Regents Exams

February 2024

2/16	Conference Day
2/19	Presidents' Day

March 2024

3/15	Conference Day
3/29	Good Friday

April 2024

4/1 - 4/5	Spring Break
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May 2024

5/27	Memorial Day
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June 2023

6/4, 6/14 - 6/26	Regents Exams
6/19	Observance of Juneteenth
6/26	Last Day of School

Sullivan County Board of Cooperative Educational Services

15 Sullivan Avenue • Liberty, NY 12754-2116
Telephone (845) 295-4152 • Fax (845) 292-0513



**Sullivan County
Career & Technical
Education Center**

"Skills, knowledge and work ethic
for the 21st century"

To: All Parents/Guardians

From: Jeffrey Molusky, Executive Principal
Career & Technical Education

SUBJECT: 2023- 2024 STUDENT HANDBOOK

The contents of this Handbook are intended to familiarize you and your child/ren with all regulations of the Sullivan BOCES Career & Technical Education program. To acknowledge receipt of this Handbook, please review the following statements and sign and return this page to the Career & Technical Education Office.

"I understand and consent to the responsibilities outlined in the Career & Technical Education Student Handbook. I also understand and agree that my child/ren shall be held responsible for their behavior and consequences included in the school conduct and discipline code while on school property or attending school-sponsored activities. I also understand that any student who violates the student Code of Conduct shall be subject to disciplinary action, up to and including suspension from school."

"I understand that the district does not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in-school program and activities; and that my child/ren has (have) the right to individualized evaluation, and examination of relevant records, demand an impartial hearing, and/or a subsequent review with respect to discrimination on the basis of disability."

"Regarding student records, I have read and understood the information regarding access to my child's/children's educational records. I also understand that certain student information is considered directory information. "Directory Information" shall mean and include the following: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received and the most recent previous educational agency attended and photographed."

"Lastly, I have read and discussed with my child/ren the information contained in this Handbook, and have been assured that the teacher has also reviewed the Handbook with my child/ren."

Parent/Guardian Signature

Date

Student's Signature

Date

Teacher's Signature

Date



15 Sullivan Avenue, Liberty, New York 12754-2117 | Tel. (845) 295-4000 | Fax (845) 292-8694

To: All Parents/Guardians
From: Linda Blanton, Executive Principal, Alternative and Special Education
Adam Riehl, Executive Principal, Specialized Programs

SUBJECT: 2023 - 2024 STUDENT HANDBOOK

The contents of this Handbook are intended to familiarize you and your child/ren with all regulations of the Sullivan BOCES educational program. To acknowledge receipt of this Handbook, please review the following statements and sign and return this page to the Special Education Main Office.

“I understand and consent to the responsibilities outlined in the BOCES Student Handbook. I also understand and agree that my child/ren shall be held responsible for their behavior and consequences included in the school conduct and discipline code while on school property or attending school-sponsored activities. I also understand that any student who violates the student Code of Conduct shall be subject to disciplinary action, up to and including suspension from school.”

“I understand that the district does not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in-school program and activities; and that my child/ren has (have) the right to individualized evaluation, and examination of relevant records, demand an impartial hearing, and/or a subsequent review with respect to discrimination on the basis of disability.”

“Regarding student records, I have read and understood the information regarding access to my child’s/children’s educational records. I also understand that certain student information is considered directory information. “Directory Information” shall mean and include the following: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received and the most recent previous educational agency attended and photographed.”

“Lastly, I have read and discussed with my child/ren the information contained in this Handbook, and have been assured that the teacher has also reviewed the Handbook with my child/ren.”

Parent/Guardian Signature _____ Date _____

Student’s Signature _____ Date _____

Teacher’s Signature _____ Date _____