

STUDENT HANDBOOK

Gary D. Bixhorn Technical Center • Edward J. Milliken Technical Center
Harry B. Ward Technical Center

AM Session: 7:45-10:15 PM Session: 12:00-2:30

PRINCIPAL'S MESSAGE

On behalf of The Academy staff, I would like to welcome you to what I know will be an exciting and productive year. The programs offered are relevant, practical applications of what you will experience in your chosen field. Take every opportunity to make full use of our performance-based curriculum, the state-of-the-art equipment and expertise of our instructional staff. Skill application and daily performance are essential components of our curriculum and of our student assessment process. Therefore, good attendance is vital to your success.

The material enclosed in this folder will help you to become familiar with the guidelines, policies and activities of The Academy. If you have any questions or we can further assist you in realizing your occupational goals, please feel free to see one of our School Counselors.

Success is within your grasp. Reach for it - only you can make it happen.

TOP TEN RULES FOR SUCCESS

Here are ten rules which, if followed faithfully, will assure your success in your Academy program:

1. Attend school regularly.
2. Be prepared to work each day.
3. Do all homework and other assignments. Submit them when due.
4. Keep a notebook. Review your class notes each night.
5. Schedule time every evening for written homework and reading assignments.
6. Seek extra help from your teacher when you don't understand something.
7. Be aware of safety regulations when working in class.
8. Follow classroom rules.
9. Respect the rights of others.
10. Learn to be a leader. Join SkillsUSA.

PREPARATION FOR CLASS WORK

Materials necessary for class participation are to be brought every day. These materials may be a pen or pencil, notebook, textbook, homework assignments, uniform and tools.

ATTENDANCE

Good attendance, adequate preparation and effort will determine your success in your chosen career and technical program. Employers in business and industry cite poor attendance as one of the most common causes of employee dismissal. Since our programs reflect actual job site experiences, regular attendance and daily participation are most important for your achievement in The Academy and a successful transition from school to the next step in your career.

The Academy considers student attendance to be crucial in developing the skills and attitudes necessary for success in Career and Technical Education. In order to be eligible for a Certificate of Recognition and recommended for credit, Academy students are required to be present in class for 90% of the school year. Students who have more than 18 absences will not be eligible for a certificate.

The only exempt absences for a Certificate of Recognition are:

- Approved Academy Cooperative Work Program
- School District Closure
- School District-Related Instruction/Activities
- New York State Testing
- School District Field Trip
- School District Transportation Delay

The only acceptable documentation of school district-related absences is a written statement from the high school principal or designee. It is the responsibility of the student to bring proper written documentation within 7 days of an excused absence. Make up assignments for excused absences will be provided by the teacher and will be submitted to the teacher on the due date.

A written note from a parent/person in parental relation is required for all other absences.

An appeal process is in place for matters relating to attendance. Contact the office of the Principal for more information.

GRADING/CREDITS

The Academy uses a numerical grading system to assess student performance. Each student will receive a quarterly grade based on the grading information outlined in their Academy program syllabus.

Progress reports and report cards are posted to the Academy Parent Portal four times per year at <https://parentportal.eschooldata.com>. The password for the Academy Parent Portal will be different than that of the home district. Please call the guidance office of The Academy center for assistance. Copies of all documents will be sent to your home school guidance office.

Academic credit for courses taken by students attending Academy programs is awarded by local school districts. Please consult your school district regarding local attendance policies and the awarding of academic credit from an Academy program.

COLLEGE CREDIT/ARTICULATIONS

Students may receive, in certain instances, advanced standing and/or college credits upon meeting the

requirements set forth in the articulation agreement between The Academy and the receiving institution. NOCTI written assessments may also result in college credit. See your Academy School Counselor for additional information.

INDUSTRY ASSESSMENTS

All students are required to take an Agency-approved industry assessment. Industry assessments will be administered to all one-year students in a one-year program and second-year optional programs. Students in a two-year program will have an industry assessment administered at the end of the second year.

CERTIFICATE OF RECOGNITION

A Certificate of Recognition will be awarded at the annual Recognition Day ceremony to a student who has successfully completed the program requirements, achieved a minimum average of 65% (70% per quarter for health related programs) and maintained 90% of daily attendance for the school year (no more than 18 days absent).*

TECHNICAL ENDORSEMENT

Students are eligible for a technical endorsement on their high school diploma if they successfully complete all requirements set forth by NYSED (C.R. 100.5(d) (6) (ii) (b) p.11) which include, but are not limited to, successful course completion, Regents diploma fulfillment and successful completion of the three-part Technical Endorsement exams.

SCHOLARSHIPS

Scholarships may be awarded to students meeting the established criteria and recommendation from the instructor. Scholarships are sponsored by various educational, civic, community and business organizations. If you would like to be recognized for any scholarships you receive, please notify the Academy Guidance Office.

HONOR ROLL

You are eligible for Honor Roll each quarter if you have maintained:

- an average of 90% or above
- a satisfactory citizenship grade
- an attendance record of 4 or fewer absences*

If you have earned honor roll status during any one of the four quarters, you will be given official acknowledgment from The Academy.

NATIONAL TECHNICAL HONOR SOCIETY

Students may be eligible for induction into the National Technical Honor Society upon maintaining established criteria. Please contact your Academy School Counselor for further information.

SEAL OF MASTERY

A student who has an average of 85% or above upon completion of a program and maintains 90% daily attendance (no more than 18 days absent*) will be awarded a Seal of Mastery on their Certificate of Recognition.

SKILLSUSA

SkillsUSA is a national organization that serves trade, industrial, technical and health occupations. Every student is encouraged to become a member, participate in building activities, and have an opportunity to showcase their leadership and trade skills at regional, state and national competitions. Competitors have the opportunity to compete for college scholarships, tools and trade specific equipment. Each Center encourages 100% participation.

GUIDANCE AND PLACEMENT SERVICES

The following support services are available to all students:

- College Placement Counseling
- Job Placement Services
- Social, Emotional Counseling
- Crisis Support

Counselors are located in the guidance office and appointments should be made through your instructor.

COOPERATIVE WORK-STUDY PROGRAMS

Students are eligible for a number of "work" programs. Teachers may recommend students based on "job readiness," which includes good attendance, a positive attitude, technical skills and a 65% or better average.

The Work Experience Teacher in each Center will assist students in obtaining course related work experience. This may include internships, job shadowing, cooperative work experience studies, youth apprenticeships and more.

PROCEDURES

Academy procedures adhere to all due process requirements and are consistent with Federal and State laws and policies. Clarification about these requirements, laws, and policies is included in the *Safe Schools Against Violence in Education (SAVE) Implementation Documents* available upon request in each of our schools. Violation of the *Code of Conduct* may necessitate the use of time-honored building intervention techniques, formal removal from class, or school suspension. In the event that a formal removal or school suspension is authorized, a well-defined set of procedures is followed that will include a parent's right to timely notification and follow-up conference. Details of the *Code of Conduct* will be reviewed with students at the beginning of the school year and individually with mid-year entrants.

DRUGS, SMOKING, VAPING AND ALCOHOL

Board Policy dictates that drugs, smoking, vaping and alcoholic beverages are not permitted. The use of e-cigarettes and any other products containing nicotine (except for FDA-approved smoking cessation products) are also prohibited. Anyone in possession of illegal drugs or alcohol or under the influence of either of the same may be subject to immediate suspension and possible arrest.

ELECTRONIC DEVICES

The use of electronic devices and wireless communication devices are prohibited during session hours. Academy officials reserve the right to remove and retain any type of equipment of this nature from a student who fails to comply with the rules. **The Academy IS NOT RESPONSIBLE for loss, theft or damage of personal property.**

Students shall not use the ESBOCES Communication System (BCS) or their own equipment/devices to reveal, produce, or distribute information such as name, address, telephone number, photographic images, video images, or audio recordings (about themselves or others) without the permission of an ESBOCES employee.

DESTRUCTION OF PROPERTY

Any student who is found destroying or defacing property on The Academy premises will face disciplinary action and will be responsible for restitution covering the cost of restoration or replacement of the damaged property.

TRANSPORTATION TO THE CENTER

Students are to ride the school bus from their home school to the Center and from the Center to their home school. Due to insurance policy regulations, students are not permitted to ride on any bus other than their assigned district bus.

Student Bus Safety/Procedure Pledge

The safe and efficient operation of school buses requires the cooperation of students and parents. Riding to and from school on the bus is a privilege, and each student is expected to respect the rights and safety of others on the bus.

The following school bus behavior requirements are presented to promote the safety and comfort of all students while traveling to and from The Academy. Failure to comply with the following rules may result in suspension of bus privileges.

1. The driver is in full charge of the bus and students.
2. Smoking, vaping, drugs, alcohol, and any other contraband is **PROHIBITED**.
3. Use of obscene language, throwing of objects in the bus, or horseplay of any kind will **not** be permitted.
4. Students are **not** permitted to extend their arms, head, or other objects out an open window.
5. Only students authorized by The Academy will be permitted to ride school buses.
6. Students must remain seated while the bus is in motion.
7. Students are required to follow reasonable instructions given by the driver to ensure safe and secure transportation of all students.
8. Bus aisles **must** be kept clear at all times; any class projects **must be approved by The Academy** in order to be transported home on the bus/van.
9. Drivers are required to file a written incident report on all unacceptable or dangerous behavior by students. **All threats of violence towards students, staff and/or facilities must be reported immediately to The Academy.**
10. Buses are not permitted to leave The Academy until signaled to do so by the supervising teacher or administrator on duty.
11. All passengers must exit out the front door. The emergency exit is not to be used except in emergency situations.
12. Drivers are not permitted to discharge student passengers at any point along bus routes. Students should be discharged only at The Academy, at their home high school, or at Academy-approved intermediary points.
13. Students crossing the street should cross approximately ten feet in front of the bus in view of the driver and only after receiving his/her signal to do so.

A student is not permitted to drive if suspended from their district bus.

DRIVING PASS ELIGIBILITY

To be eligible for a driving pass you must have:

1. A Class D license (Senior License).
2. A job related to your course of study.
3. Permission from your home school administrator.
4. Permission from your parent/person in parental relation.
5. A grade of 65% or better in your technical course.
6. A good attendance record.
7. A Driving Pass Application completely filled out and signed by all parties accompanied by a copy of your Class D license, vehicle registration and insurance card.
8. Eligibility and requirements may vary by Center location.

Rules Governing Personal Vehicle Use:

1. You may not drive to The Academy until you actually have the approved driving pass in your possession.
2. You must carry your driving pass at all times and present it to staff when requested.
3. Students must park in the designated student parking area only.
4. No passengers are permitted to accompany students to or from The Academy.
5. Hazardous driving may result in loss of privileges.
6. Suspension from an Academy program may result in an immediate revocation of the driving pass.

Please Note: The Driving Pass May Be Suspended or Revoked if Any Rules Are Broken.

VISITORS

Throughout the year, visitations to The Academy made by prospective students, teachers, counselors, administrators, members of the Board of Education, industry and business representatives, prospective employers and other organizations will occur. The impression they receive will have lasting effects. We are proud of The Academy and trust that you will do your part to see that the impressions visitors receive are favorable ones.

We encourage student visitors, but they will only be permitted into the building with the prior approval of the home school, Academy counselors and administration.

EARLY DISMISSAL

Should it be necessary for you to leave school before dismissal time, follow this procedure:

- Bring a written request signed by your parent/person in parental relation specifying who will pick you up and the time they will pick you up. You may not leave with anyone else.
- Show the request to your instructor before class begins.
- After your Academy instructor has seen the request, take the request to the Main Office for confirmation.
- Have all paperwork for early dismissal submitted on the day before, if possible.
- The person who is picking you up should report to the Main Office, show identification, and sign you out of school.

Emergency Situations (for rare occurrences)

- **if you are an AM student and miss your bus at home**, an adult or family member may drive you to The Academy and must accompany you to the Main Office to sign you in.
- **If you miss your bus at your school, you are to report to your home school official for direction.** You are not permitted to drive to The Academy without prior permission from your parent/guardian, home school administrator and the Academy's administrator. If an adult or family member drives you to The Academy, the driver must sign you in at the Main Office.

EMERGENCY EVACUATION/FIRE DRILLS

Emergency evacuations are held as required by State law. The instructions for these drills will be posted in each class and will be reviewed by your instructor. Drills are conducted to ensure staff and students follow familiar procedures during a crisis.

EMERGENCY CLOSING PROCEDURE

In addition to The Academy's ConnectEd Emergency Telephone Notification System, Academy students are urged to visit the academyli.org website or social media platforms to learn of the status of Academy classes on days of extreme weather conditions.

SAFETY: EYE AND BODY PROTECTION

Instructional areas may pose potentially hazardous conditions. One of the most important factors stressed in industry is "Safety." You will find safety rules and regulations continually emphasized in your course and your teacher will consistently reinforce these procedures.

Safety glasses are to be worn at all times when working in or visiting a designated shop or laboratory that is in operation.

If you prefer a type of safety glasses different from the type issued, you may furnish your own providing they meet Z87.1 – 2003 standards.

Prescription "safety eyeglasses" must be validated in writing by your ophthalmologist as meeting all Z87.1 lens and frame specifications. A validation form is available from the instructor. Attachable side shields, available from your ophthalmologist, must be worn on prescription glasses while in the shop.

The instructor will advise which procedure, A or B, is to be followed in your class:

- A. A pair of safety glasses and/or eye protection device will be assigned for use in the shop.

Students are responsible to maintain and return safety glasses in a serviceable condition at the completion or termination from the program.

- B. All persons in a shop must wear safety glasses when the equipment is operating.

One pair of safety glasses will be issued for use during the course. Student initials will be etched on the temple of the glass.

Students are responsible for their use and care. The purchase of a replacement pair, if needed (approximately \$3.00), is the responsibility of the student.

In many shops long hair must be pulled back or secured in some way that is acceptable to the instructor.

Safety or sanitary reasons may require special clothing such as gloves, coveralls/uniforms or special footwear. The requirements may vary among the course offerings. The instructor will explain the requirements during the first week of class. Since such items are personally to be used by you, you will be responsible for purchasing them. Jewelry such as rings, watches, bracelets and earrings may create safety hazards and will not be permitted in many shops.

Should safety precautions not be strictly followed, your participation in shop activities may be suspended until you are equipped to work.

ACCIDENTS

Accidents involving injury to yourself must be reported to your teacher at once. First aid will be given by the school nurse and a Student Accident Report form is to be filled out by you immediately after the accident occurs.

MEDICATION

If you are required to take medication during school hours, a written request from a parent/person in parental relation or the family physician is to be on file in the nurse's office. The physician must indicate the frequency and dosage of a prescribed medication, and then the school nurse may administer this medication during the school day.

PASSES

A hall pass authorizes you to go from your classroom to another location at The Academy. Your instructor issues the pass which is to be shown to any staff member requesting to see the pass.

A late pass will be issued for any student arriving at The Academy after the bell rings for the start of the session. Obtain a late pass from the Main Office and present it to your Academy teacher.

A walking pass will be issued to those students who qualify. The walking pass must be filled out completely and signed by the appropriate persons before a pass is valid. No student will be permitted to walk to or from The Academy without a walking pass.

In emergency situations, students must request a hall pass from their teacher to use the phone in the main office. All calls should be made to and from the Main Office. **Use of cell phones is prohibited.**

VALUABLES AND LOCKERS

Excessive amounts of money and other valuables should be left at home. An assigned locker is to contain items necessary for the course at The Academy. Locker combinations must be protected by you.

The Academy provides general school security features; however, any personal loss must be covered by parents' homeowners or other insurance. The Academy does not insure the personal property of individuals.

TELEPHONE NUMBERS

Gary D. Bixhorn Technical Center	631-286-6500
Harry B. Ward Technical Center	631-369-8100
Edward J. Milliken Technical Center	631-244-5800

2023-24

NONDISCRIMINATION STATEMENT

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