

**STUDENT HANDBOOK**  
**2024/2025**





# GC TECH POLICIES FOR SUCCESSFUL STUDENT OUTCOMES

---

To ensure all students have successful outcomes during their time at GC Tech, please take the time to review the following policies with your parent/guardian:

1. **Attendance Policy – page 4**
2. **Lateness Policy – page 5**
3. **No ID Policy – page 7**
4. **Computer Use Policy – page 11**

Please sign below to indicate your understanding of these policies and all other policies in the GC Tech Student Handbook.

**Student Name (PRINT)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name (PRINT):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Please tear this page out of the student handbook and submit it to your teacher.** Students will not be permitted in the shop areas until this is complete. Thank you for your support and dedication to upholding the standards of GC Tech.



# NASSAU BOCES

## MISSION STATEMENT

---

The mission of Nassau BOCES is to partner with school districts and communities to provide premier educational and support services that ensure equity, opportunities and access for all.

### Non-Discrimination Statement

The Nassau BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to age, color, creed, disability, familial status, gender, gender expression, gender identity, marital status, military/veteran status, national origin, predisposing genetic characteristics, race, religion (including religious practice and/or expression), sex (including pregnancy, childbirth, or related medical condition), sexual orientation or victim of domestic violence status. The Nassau BOCES shall provide equal access to the Boy Scouts and other designated youth groups.

The Nassau BOCES shall not discriminate or take any retaliatory action against an employee with respect to compensation, terms, conditions or privileges of employment because of the employee's or dependent's reproductive health decision-making.

Information and grievance procedures are available by contacting the following individuals at 71 Clinton Road, Garden City, NY 11530: Assistant Superintendent - Human Resources & Regional Schools and Instructional Programs at 516-396-2358, [tmcgrath@nasboces.org](mailto:tmcgrath@nasboces.org), and/or Selma Stoddard, Esq., Attorney (Employee Relations), Department of Human Resources at 516-396-2360, [sstoddard@nasboces.org](mailto:sstoddard@nasboces.org). For further information, please see Policies **0100 Equal Opportunity and Non-Discrimination**; **0110 Sexual Harassment** and **0115 Dignity for All Students Act**. The entire policy manual is available on the Nassau BOCES website: [www.nassauboces.org](http://www.nassauboces.org).

Inquiries concerning the application of regulations prohibiting discrimination may be referred to the above-mentioned individuals or to the following:

- Office for Civil Rights at NY Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646-428-3900, or fax 646-428-3843, or TDD 800-877-8339 or email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov) or file form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.
- The U.S. Equal Employment Opportunity Commission (EEOC) may be reached at 33 Whitehall Street, 5th Floor, New York, NY 10004 or call 1-800-669-4000, or 1-800-669-6820 (TTY), or fax 212-336-3790 or email [info@eeoc.gov](mailto:info@eeoc.gov).
- The New York State Division of Human Rights (NYSDHR) may be reached at One Fordham Plaza, 4th Floor, Bronx, NY 10458 or call 1-888-392-3644 or 718-741-8300 (TDD/TTY) or email [info@thr.ny.gov](mailto:info@thr.ny.gov), complaint forms may be sent directly to [complaint@thr.ny.gov](mailto:complaint@thr.ny.gov) or faxed to 718-741-8322.

Dear Students,

At GC Tech, we prepare you for your future. We teach you the skills, knowledge and attributes to be successful in your field. We emphasize professional behaviors and career readiness practices that will serve you no matter what path you choose, and no matter how many times you change direction. Whether academically, with practical skills, or with how you are feeling mentally, this is a community designed for you to be successful.

Successful community members demonstrate our Core Values:

- **Professionalism:** Be on time and in uniform. Demonstrate skills and behaviors of someone who is well-adjusted and successful in their career.
- **Perseverance:** To truly grow you will face challenges. We ask that you practice getting through difficult parts without giving up. Engage in a “growth mindset” - trust that you will improve with time and effort. Identify and ask for help when you need it. You may not be able to do something yet - but that does not mean that you cannot get better at it.
- **Respect:** Respect yourself, others, and the spaces where you are working. To meet our goals as a school community, we work to create a safe, supportive, professional environment.
- **Teamwork:** Ask for help when you need it and offer help to the people around you. You will develop the skill of working with people who might not be friends, but who are your coworkers.
- **Safety:** Be aware of your environment. Wear your safety protection. Ensure that your words and actions create an environment that is both physically and emotionally safe for our community.

This handbook provides information about supports and opportunities at GC Tech as well as the rules and regulations designed to keep everyone safe. We look forward to your future successes.

Sincerely,

A handwritten signature in black ink, reading "M. Hackett". The signature is fluid and cursive, with a large, stylized "M" and a long, sweeping underline.

Madelaine Hackett, *Principal*

# TABLE OF CONTENTS

<b>STUDENT GUIDELINES.....</b>	<b>4-7</b>
CORE VALUES.....	4
ATTENDANCE.....	4
BELL SCHEDULE.....	4-5
EXCUSED ABSENCES.....	5
TARDINESS.....	5-6
CONSEQUENCES OF TARDINESS.....	6
CONSEQUENCES OF ABSENCES.....	6
ATTENDANCE APPEALS PROCESS.....	7
MISSED EXAMS AND MAKEUP WORK.....	7
EARLY RELEASE FROM SCHOOL PROCEDURES.....	7
STUDENT ID.....	7
<b>CODE OF CONDUCT SUMMARY.....</b>	<b>8-14</b>
STUDENT RIGHTS.....	8
STUDENT RESPONSIBILITIES.....	8
PROHIBITED BEHAVIORS.....	8-11
DISCIPLINE OF STUDENTS WITH DISABILITIES.....	11
ACCEPTABLE USE OF TECHNOLOGY AND INTERNET USE.....	11
STUDENT AUTOMOBILES AND PARKING.....	11-12
ELECTRONIC DEVICE POLICY.....	12
UNIFORM REQUIREMENTS.....	12-14
HONESTY POLICY.....	14-15
<b>ASSESSMENT AND GRADES.....</b>	<b>15-17</b>
COURSE GRADING SYSTEM.....	15
CAREER AND FINANCIAL MANAGEMENT.....	15-16
MIDTERMS.....	16
FINALS.....	16
FINAL GRADE CALCULATION.....	16
REQUIREMENTS FOR OBTAINING FULL CREDIT FOR A MARKING PERIOD.....	16
ACCESSING GRADES.....	16-17
TECHNICAL ENDORSEMENT.....	17
MAINTAINING GOOD ACADEMIC STANDING.....	17
<b>RECOGNITION, ENRICHMENT AND SUPPORT.....</b>	<b>18-21</b>
STUDENT RECOGNITION.....	18-19
ENRICHMENT OPPORTUNITIES.....	19-20
STUDENT SUPPORTS.....	20-21
PROGRAMS WITH STUDENTS WITH DISABILITIES.....	20
HEALTH SERVICES.....	20-21
HELPLINES.....	21
<b>PREPARING FOR THE FUTURE.....</b>	<b>22-23</b>
CAREER DEVELOPMENT.....	22
POST-SECONDARY EDUCATIONAL OPPORTUNITIES.....	22
WORK-BASED LEARNING PROGRAM FOR CTE STUDENTS.....	22-24
CERTIFICATION & LICENSING OPPORTUNITIES.....	24
<b>COMMUNITY CONNECTIONS.....</b>	<b>24-26</b>
ALUMNI.....	24
BUSINESS PARTNERSHIPS.....	24
SOCIAL MEDIA CONNECTIONS.....	24
SITE-BASED TEAM.....	25
VISITORS.....	25
MEDIA OPT OUT POLICY.....	25
PARENT BILL OF RIGHTS.....	25
ASBESTOS MANAGEMENT PLAN.....	26
PESTICIDE NOTIFICATION.....	26
REPORTED SUSPECTED CHILD ABUSE AND NEGLECT.....	26
STUDENT DISCIPLINARY ACTION PLAN.....	27-28

# STUDENT GUIDELINES

---

## CORE VALUES

Students will act in alignment with our school's Core Values:

- Professionalism
- Perseverance
- Respect
- Teamwork
- Safety

We will support students in understanding what these Core Values mean, why they are important, and how we live by them in our school community.

## ATTENDANCE

Good attendance is essential for success at GC Tech. Missing a single day at GC Tech is like missing over three days of a one-period class at your high school. Attendance is taken daily, and you are expected to be on time and present for the entire session. The attendance office or our automated system will notify your parent/guardian of absences or lateness via phone calls or texts.

All absences **MUST** be explained. For an absence to be explained the parent/guardian or home school must contact the main office via phone call, email, or note within five school days of the student's return to school. After receiving documentation, explained absences will be identified as excused or unexcused. If documentation is not received within five days, the absence will be marked as unexcused.

Parents/guardians can email absence notes to [gctechattendance@nasboces.org](mailto:gctechattendance@nasboces.org). For any home school activities, such as field trips, pep rallies, senior pictures, etc., you need advance notification and a note or email from your home school guidance counselor or administrator for your absence to be excused.

Attendance reports are sent to all home school districts.

Our attendance office, administration, and guidance counselors will monitor excessive absences closely and follow a standard attendance policy and procedure. Necessary interventions will be documented to improve a student's attendance at GC Tech.

## BELL SCHEDULE

### AM Session Bell Schedule

6:50	Doors Open	Students have access to lockers and changing rooms.
7:00	Cosmetology Start Bell*	Cosmetology students should be in thier seats ready to work.
7:05	All Other Programs Start Time & Cosmetology Late Bell*	All other programs should be seated and ready to work. Cosmetology students arriving after this time will receive a deduction in work ethic points.
7:10	Late Bell	Students arriving after this time will receive a deduction in work ethic points.
9:35	Dismissal Time	



### PM Session Bell Schedule

10:50 a.m.	Doors Open	Students have access to lockers and changing rooms.
11:00 a.m.	Cosmetology Start Bell*	Cosmetology students should be in their seats ready to work.
11:05 a.m.	Late Bell	Students arriving after this time will receive a deduction in work ethic points.
1:30 p.m.	Dismissal Time*	
1:35 p.m.	Cosmetology Dismissal Time*	

\*Note: Cosmetology has a 5-minute program time adjustment to allow students to acquire additional hours needed for licensing.

### EXCUSED ABSENCES

Please note that an explained absence does not automatically make it excused. All absences must be explained, but only those listed as 'excused' in the Nassau BOCES Board Policy will be documented as such. The following reasons for absences from school are recognized as excused:

- Personal illness
- Illness or death in the family
- Medical appointments or hospitalization
- Inclement weather resulting in school closure in the component district
- Religious observance
- Quarantine Required court appearances
- Health clinic visits
- Educational trips
- Military obligations
- Other reasons approved by the appropriate building administrator (e.g., approved college visits, scheduled events in the student's component district, or absences due to circumstances related to homelessness)."

Reminder: All absences MUST be explained. For an absence to be explained the parent/guardian or home school must contact the main office via phone call, email, or note within five school days of the student's return to school. After receiving documentation, explained absences will be identified as excused or unexcused. If documentation is not received within five days, the absence will be marked as unexcused.

### TARDINESS

If you arrive at school after the scheduled starting time for your classes, you will be marked late for that day. You must get a pass upon entering the building and present the pass to your teacher in order to enter class if you are late.

Only the following will be considered EXCUSED LATENESS:

- A school bus arriving after the late bell or no bus pick-up (which will be verified by a parent/guardian note or district notification).
- A lateness due to home school activity (an official letter from your home school must be presented to the Attendance Office).

- A family emergency (a letter of explanation from the parent/guardian is required).
- Legal excuse such as court, medical or religious obligation with written notification.

All others will be considered an UNEXCUSED LATENESS which will affect the student's work ethic grade.

## **CONSEQUENCES OF TARDINESS**

Students are allotted five minutes to prepare and get into uniform. Failure to be in class by the late bell will result in a deduction from their daily work ethic grade.

If a student is excessively late (more than 15 minutes late to school), they will be required to speak with an administrator or counselor. If the parent has not notified the main office of the excessive lateness, the administrator or school counselor will contact the parent or guardian to ensure they are aware. Unexcused excessive lateness will result in the student being held in the main office until the teacher is ready to receive them. All classwork missed due to being excessively late must be made up before the student can enter the shop. Students will receive a 0 for their work ethic grade for the day. If the student continues to be excessively tardy, the student will be subject to disciplinary action resulting in an in-school-suspension.

## **CONSEQUENCES OF EXCESSIVE ABSENCES**

The classroom teacher will address attendance issues with a call home. If the problem persists, the guidance department and/or administration will step in. GC Tech follows a standard attendance procedure, documenting all necessary interventions to improve student attendance.

- After 5 absences a letter is sent confirming explanations.
- After 10 absences a second letter is sent home and a meeting scheduled with our student support team.
- After 15 absences, a letter is sent home, and the student, parent/guardian, and home school are required to attend an attendance intervention meeting. The goal of this meeting is to develop a plan to help the student improve their attendance and get the student back on track for success. Students may need to agree to an attendance contract that outlines their commitment to this plan. The contract will consider extenuating circumstances and whether absences are excused or unexcused. All missed "seat time" is considered, regardless of the reason, due to the stringent seat time requirements for CTE programs.
- After 20 absences or failure to adhere to the attendance contract, an attendance committee hearing will be conducted. The student's grades, disciplinary records, and overall attendance will be reviewed. This could lead to the student being removed from GC Tech. Students with over 20 absences may also be ineligible to attend commencement activities or receive a certificate of completion. Additionally, excessive absences can affect the number of credits the home school awards for the GC Tech program.

## ATTENDANCE APPEALS PROCESS

The student submits an email to [gctechattendance@nasboces.org](mailto:gctechattendance@nasboces.org) with the subject heading Attendance Appeal. The email must include the following:

- A detailed explanation of past extenuating circumstances that prevented satisfactory attendance during the school year
- A detailed explanation of changes that you have made that allow you to be successful in regaining satisfactory attendance
- A copy of the most up to date attendance contract with all signatures
- All supporting documentation (i.e., medical documentation, legal requirements, evidence of valid absences)

## MISSED EXAMS & MAKEUP WORK

Students who are absent are expected to complete any work or tests missed. All make-up work must be submitted before the end of the marking period. It is the student's responsibility to contact the teacher regarding make-up opportunities.

## EARLY RELEASE FROM SCHOOL

Students and parents must complete the Early Release Form in advance [the Early Release Form is available on the GC Tech website or you can pick one up in the main office].

- Parents must sign the form.
- Parents must have a valid photo identification.
- The form can be emailed with a copy of the parental photo identification to: [GCTechAttendance@nasboces.org](mailto:GCTechAttendance@nasboces.org) preferably 24 hours in advance but no later than before the start time of your program.
- The main office representative is required to call the parent to validate the request (parent will be called based on the number in our student management system-SchoolTool).
- If the parent is picking up the child please have all documentation completed in advance. Please call the Main Office at (516) 604-4200 to make them aware of the early release.

Note: Lateness and early release will negatively impact program seat time requirements. If the parent cannot be contacted or if there is no photo identification *the student will not be released*.

## STUDENT ID

Each student enrolled at GC Tech will receive a student ID card, which is mandatory for entering the building. If students forget their ID, they will receive a warning. On their second entry into the building without an ID, they will be issued a new ID card and charged a \$5 replacement fee. Students must pay all outstanding fees, **failure to do so may jeopardize participation** in their certificate ceremony. It is essential for students to carry their ID cards at all times. To ensure visibility, students will be given a GC Tech lanyard and must keep their student ID visible while navigating the hallways.

# CODE OF CONDUCT SUMMARY

---

All students and families can access a complete copy of the Nassau BOCES Code of Conduct by visiting [www.nassauboces.org](http://www.nassauboces.org)

## STUDENT RIGHTS

All Nassau BOCES students have the right to:

- participate in all Nassau BOCES activities on an equal basis and free from discrimination.
- be educated in a safe, supportive school environment without the fear of threat to their well-being.
- access school policies, regulations and rules and receive an explanation of those rules from school personnel.
- present their version of the relevant events to school personnel authorized to impose a disciplinary consequence.

## STUDENT RESPONSIBILITIES

All students have the responsibility to:

- show self-respect, respect to other persons and to Nassau BOCES property.
- immediately report unsafe conditions to a staff member.
- tell an adult if one hears that an individual may cause or conspire to cause harm to self, others or property.
- be familiar with, and abide by, all Nassau BOCES policies, rules and regulations addressing student conduct.
- be in class on time and prepared to learn.
- work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement.
- follow directions given by all staff.
- work to develop skills to manage their emotions and reactions and resolve conflict with others, ask questions to solve problems, dress appropriately and be accountable for their actions.
- conduct themselves as positive representatives of Nassau BOCES.
- report bullying and/or harassment and/or other types of concerning behavior to an appropriate authority figure.
- cooperate with teachers, administrators and other school personnel in the investigation of Code of Conduct violations.

## PROHIBITED BEHAVIORS

Students may be subject to disciplinary action up to and including suspension from school and/or referral to a law enforcement agency when they:

Engage in or conspire to engage in conduct that endangers the safety, morals, physical or mental health and/or welfare of themselves or others on Nassau BOCES property,

at any Agency/school function, on a school bus or in remote learning environments, as applicable, including, but not limited to:

- bullying and/or harassment
- threatening, attempting or committing an act of violence (such as hitting, kicking, punching, pushing and scratching) upon another student or any other person.
- possessing, displaying or threatening to use a weapon or what appears to be a weapon, whether or not such weapon is present or visible
- knowingly and/or intentionally damaging or destroying the personal property of any student, school employee or any person.
- using vulgar, lewd or abusive language and/or gestures, cursing or swearing, as well as using slurs that refer to a person's protected characteristics
- engaging in any willful act that disrupts the normal operation of the instructional process and/or school community.
- insubordination and failure to comply with the lawful directions of a staff member.
- trespassing, including unauthorized presence.
- unauthorized use of computer/electronic digital communication/personal devices; accessing inappropriate websites; communication from a non-school site that could pose disruption to the school community; or any other violation of the Nassau BOCES policy on acceptable use of computers.
- stealing, or attempting to steal, the property of other students, school personnel or any other person on Nassau BOCES property, at any Agency/school function or on a school bus.
- defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group on Nassau BOCES property, at an Agency school function, on a school bus or in remote learning environments.
- discrimination, which includes using a person's protected characteristics as a basis for treating them in a negative manner, or denying them rights, equitable treatment, access to facilities, activities or benefits which are available to others.
- gang activities such as recruitment, intimidation, posturing, innuendo, symbols and graffiti while on Nassau BOCES property, at any Agency/school function, on a school bus, or in remote learning environments.
- failure to respect the privacy of others in any manner, including the use of unauthorized recordings and/or dissemination of images or audio recordings, including the use of cameras, cell phone cameras or other recording devices on Nassau BOCES property, at any Agency/school function, on a school bus or in remote learning environments.
- smoking, which is defined as the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco, cannabis (marijuana, etc.) or cannabinoid hemp, vaping, vaporizing and other use of these products and the use of Electronic Nicotine Delivery Systems (ENDS), and their components,

including, but not limited to, e-cigarettes, vape pens, e-cigars, e-hookah, vaping devices, vaporizing devices, mod systems or pod systems.

- possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages, cannabis (marijuana, etc.) or illegal substances or being under the influence of any of these substances. “Illegal substances” include, but are not limited to, cocaine, fentanyl, LSD, PCP, amphetamines, heroin/opioids, steroids, look-alike drugs, and any synthetic version thereof, whether or not specifically illegal, on Nassau BOCES property, at an Agency/school function or on a school bus. Substances designed and synthesized to mimic the effect(s) of substances which are substantially chemically similar to illegal drugs, which may or may not be labeled for human consumption, are prohibited.
- unauthorized possessing, selling, using or sharing prescription and/or over-the-counter drugs, etc. on Nassau BOCES property, at any Agency/ school function or on a school bus. This shall include cannabis (marijuana, etc.) and all products containing cannabinoids, including edibles.
- gambling in person or online on Nassau BOCES property, at any Agency/school function or on a school bus.
- exposure of private parts of the body on Nassau BOCES property, at any Agency school function, on a school bus or in remote learning environments.
- unlawfully reporting a fire or other emergency, misuse of 9-1-1 emergency assistance or misuse of a fire extinguisher on Nassau BOCES property, at any Agency/school function or on a school bus.
- engaging in misconduct while on a school bus. To ensure their own safety and that of other passengers and to avoid distracting the bus driver, it is crucial that students behave appropriately while riding on a school bus. When on the bus, students are required to conduct themselves in a manner consistent with established standards for classroom behavior. Excessive noise, pushing,

Engage in off-campus conduct that interferes with, or can reasonably be expected to substantially disrupt, the educational process. Examples include:

- cyberbullying which inflicts willful harm through the use of information technology including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, texting and social networking sites (e.g., Snapchat, Instagram, YouTube, TikTok and Twitter).
- threatening, bullying/harassing or hazing students or school personnel over the phone or through electronic media.
- using social media to post threats, derogatory material or pornography.
- creating any situation which threatens to disrupt the school environment and or violates privacy rights.

Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

- plagiarism

- cheating
- copying
- hacking into and/or altering records
- assisting another student in any of the above actions.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

GC Tech recognizes that it may be necessary to address disruptive or problematic behavior, suspend, remove or otherwise discipline students with disabilities who violate the Nassau BOCES Code of Conduct. GC Tech acknowledges that students with disabilities have certain procedural safeguards when school authorities intend to impose discipline upon them. GC Tech is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. As such, GC Tech shall collaborate with the component district to ensure the discipline imposed is appropriate.

If an administrator suspects that the problem may be a manifestation of a disability, he or she will refer the matter to the local district's Committee on Special Education

## **ACCEPTABLE USE OF TECHNOLOGY AND INTERNET USE**

All students are required to read and sign the Nassau BOCES Parental Consent and Student Agreement titled, "Use of Computerized Information Resources," and agree to its terms and provisions.

In addition to the general provision of this policy, students must also be aware of the following:

- No food or drinks are permitted near the computers
- You may not perform any repairs to school computers
- Do not give your user ID and password to anyone except the Technology Department
- Do not make any changes to the computer settings. This includes background, screensaver, desktop settings, etc.
- Notify your teacher immediately if there is a problem with your computer
- Do not mark and/or deface the computers
- When using the Internet, only go to sites approved by your teacher and only at the designated times
- Do not remove any school-owned equipment from the building without written permission from building administration.

## **STUDENT AUTOMOBILES AND PARKING**

Students with valid driver's licenses may be eligible to drive to school and park on school grounds. On-campus parking is limited to students with Class D Licenses, who need access to their vehicles for after-school employment. Applications for on campus parking permits require authorization from a parent/guardian and a home school administrator. Parking permits for the first semester will be allocated on a first-come,

first-served basis. If the number of parking permit requests exceeds the available spots in the second semester, parking permits will be assigned using a lottery system. This authorization **ONLY** permits the student driver to travel to and from BOCES or the school-related project/program. It does not allow passengers to accompany the student driver. Students must park in the student parking designated areas. Off campus parking is not permitted under any circumstance. Students may need to attend driving safety meetings throughout the school year. Misuse of driving privileges such as driving or parking inappropriately on campus or in the neighborhood, coming late, or transporting passengers, may lead to revocation or suspension of the parking permit.

## **ELECTRONIC DEVICE POLICY**

Cell phones must be secured prior to the beginning of class. Students will be required to secure electronic devices in their locker or in a designated area in the classroom depending on classroom norms and procedures. Students will **NOT** have access to cell phones during class time. If there is an emergency where a family needs to make contact with the student, they should call the main office. Please speak with your guidance counselor if there are extenuating circumstances that need to be considered. Air pods are **NOT** permitted during class time. Faculty and staff are authorized to confiscate phones and other electronic devices. The administration has the discretion to hold these items for a period of time deemed appropriate, or to require a parent or guardian to come to pick up the item.

The school is not responsible for damage, loss, or theft. Cell phones will be allowed only when specifically directed by the instructor. Students are prohibited from making any video, photo or audio recordings in school unless specifically authorized by the faculty or staff. Posting on Facetime/Snapchat/Instagram or other similar social media without permission is a violation of this policy and may result in disciplinary action. Inappropriate posts, texts, or group chats regarding other students or interactions that are considered as harassing other students may also result in disciplinary action or police intervention, even if they were conducted or created outside of school hours.

## **UNIFORM REQUIREMENTS**

You are preparing for college and a career. Students are expected to be in uniform each day and are responsible for purchasing their own uniforms. If your family is experiencing economic hardship, please contact the main office for assistance.

Students who are not in uniform will not be able to participate in the hands-on component of the lesson or enter the shop area. Additionally, not wearing the program-specific uniform will negatively impact a student's work ethic grade.

Please review the list of program-specific uniform requirements listed below.

All students are required to have black dress pants, a white button-down dress shirt (Oxford style) with a collar, closed-toe black shoes (loafers or ballet flats), black socks, and a black tie (for male students) for SkillsUSA competitions, school-wide events/competitions, and interview events.



## **Automotive Technology**

Year 1 & 2

- Dark blue button-down long or short sleeve work shirt
- Dark blue or black work pants or coveralls
- Black oil resistant soled shoes
- OSHA approved safety glasses

## **Construction Electric**

Year 1 & 2

- Solid colored long or short sleeved t-shirt (gray, navy, or black) either plain or GC tech logo
- Tan work pants OR jeans (*no sweatpants*)
- Slip resistant rubber soled shoes or work boots (steel toed recommended for job sites)
- White hard hat (no stickers allowed on hard hats)
- Cut resistant latex dipped work glove
- OSHA approved safety glasses

## **Cosmetology**

Year 1 & 2

- (2) Black scrub tops
- (2) Black scrub pants
- Black shoes – leather closed toed, slip resistant bottomed shoes (*no sneakers*)

## **HVAC**

Year 1 & 2

- Black/Blue/Grey Tee-Shirt No Logo
- Jeans (No rips, with belt)
- Work boots (steel toed recommended for job sites)
- Flexible protective gloves (more specifics in the fall)
- OSHA approved safety goggles

## **Emergency Medical Technician**

Year 1 & 2

- Light blue short sleeved uniform shirt with 2 front chest pockets
- Navy blue EMT tactical/cargo pants
- Long sleeve navy blue t-shirt (optional)
- Black tactical/duty boots
- Black uniform belt
- Silver colored nameplate with last name only (can be purchased at The Cop Shop in Massapequa)

- Stethoscope
- Sphygmomanometer (Blood Pressure cuff)
- Diagnostic Penlight
- Fingertip Pulse Oximeter
- Watch with second hand

### **Esthetics**

Year 1 & 2

- (2) Navy Blue scrub tops and (2) Navy Blue scrub pants
- Black shoes - leather closed-toed, slip resistant bottomed shoes (no sneakers)

### **Medical Assisting**

Year 1 & 2

- 2 sets of scrubs (any color)
- Slip resistant closed toed rubber soled shoes

Year 2 / **Clinic Only**

- (2) white scrub pants
- White polo style collared shirt
- White nurse's shoes or White non-canvas sneaker

In addition to uniform requirements, the following attire will not be permitted:

- Headgear of any type, i.e. hats and/or hoodies (unless it is for safety or religion)
- Sleepwear
- Any attire, including spikes, chains, or weapons
- Gang-related symbols, colors, or insignias
- Any belt buckle displaying inappropriate symbols or words.
- Clothing with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups
- See-through or sexually suggestive apparel, which exposes the body in a sexually suggestive manner. No undergarments may be revealed. Pants need to be worn on your hips without showing undergarments.
- Underwear-type sleeveless shirts, tank tops, tube tops, or halter-tops. Tops must completely cover the midriff and chest area.

## **HONESTY POLICY**

Professionalism at GC Tech includes personal integrity and academic honesty. Academic dishonesty is a serious offense, which includes but is not limited to the following:

- Plagiarism
- Cheating

- Copying
- Hacking into or altering record
- Assisting another student in any of the above actions

Such practices and activities will not be tolerated, and students associated with the like can have any certifications and/or licenses revoked as well as grade adjustments. Failure to comply with classroom policy and procedure will also result in disciplinary action as outlined in the Code of Conduct for this school and district.

## ASSESSMENT AND GRADES

---

### COURSE GRADING SYSTEM

Grades are based on a weighted point system. Specific weights are determined by program. Students are advised regarding how many points each assignment is worth. Students are evaluated using the following criteria:

#### Assessments (70%)

##### **Skills/Practical(between 30% -50%, depending on program)**

- Practical tests/exams
- Projects

##### **Knowledge/Theory (between 20% - 40%, depending on program)**

- Written tests/exams
- Homework

#### **Classwork – 20%**

- Classwork & Weekly CFM
- Academic Grades

#### **Work Ethic – 10%**

- On-time
- On-task
- Participation
- Professionalism

#### **CFM**

- CFM quarterly assessments
- Students must take and pass all CFM assessments to be eligible for a technical endorsement on their high school diploma.

**\*Please note that in addition to the grade book percentages, the midterm counts as 10% of your final grade, and the final counts 10% of your final grade.**

Our dedicated teaching staff is committed to the ongoing assessment of students' progress. Therefore, teachers are required to input at least one grade each week, ensuring a continuous evaluation of your academic performance.

### CAREER AND FINANCIAL MANAGEMENT

All students pursuing a Career and Technical Education sequence must take and pass

the Career and Financial Management (CFM) local assessments to be eligible for a technical endorsement on their high school diploma.

## **MIDTERMS**

Midterms make up 10% of the final grade for the course. 60% of the midterm exam will be based on skill and 40% will be based on knowledge.

## **FINALS**

Finals make up 10% of the final grade for the course. Students who are taking a technical endorsement exam will have this examination count as their final exam. 60% of the final exam will be based on skill and 40% will be based on knowledge.

## **FINAL GRADE CALCULATION**

- 80%: An average of four quarters for annualized courses or two quarters for semester based classes
- 20%: Benchmark Assessments, comprising:
  - 10%: Midterm exam or performance
  - 10%: Industry assessment (or final exam if an industry assessment is unavailable to the student)

## **REQUIREMENTS FOR OBTAINING FULL CREDIT FOR A MARKING PERIOD**

All absences must be accounted for/explained within five school days by, written Home School Activities, including court notes, etc. An explained absence does not automatically make the absence 'excused'.

A student who has excessive absences in any marking period will be impacted by a low Work Ethic grade.

Late submissions are accommodated within specific timeframes:

Up to 5 school days before the posted end date of a marking period

Within 5 days of a student's return for excused absences

Within 2 days of a student's return for unexcused absences (reduced credit)

Regular attendance is vital for a successful academic journey. A minimum attendance rate of 65% is required for a numerical grade calculation. Patterns of significant absences may adversely impact a student's grade and course progression.

All outstanding work must be completed and submitted by the end of each marking period.

## **ACCESSING GRADES**

Reports are not mailed home, but will be posted online on SchoolTool. The home high school also receives the grades from Nassau BOCES and posts the grades on your high school report card. All students and parents/guardians have access to grades using SchoolTool.

For new users

Visit the SchoolTool website at: <https://nassau01.schooltool.com/RSIP>.

We recommend bookmarking this website for ease of access later.

Click on "New User". Parents can enter the parent email address that you used

on the Nassau BOCES application, and students can use their Nassau BOCES email address.

Once you enter your email address, you will be sent an email with a temporary password.

Go back to SchoolTool and enter your username (your email address) and temporary password.

Once you login into SchoolTool, go to the “Accounts” tab and change your password.

Please feel free to call the main office at (516) 604-4200 to reset your email address, or if you are having difficulty with this process. Please note: SchoolTool accounts may not be up and running until mid-September.

## **TECHNICAL ENDORSEMENT**

Students enrolled in a NYSED-approved CTE program at a school district or BOCES\* who successfully complete all requirements earn a technical endorsement. The technical endorsement is imprinted on a seal to be affixed to the diploma and includes the phrase Career and Technical Endorsement on their high school diploma..

Requirements for students to obtain the technical endorsement include:

- completion of a minimum of 22 units of credit\*\*
- passing grades on five required Regents examination(s) or approved alternatives
- completion of a minimum of 3.5 CTE credits;
- completion of a 3-part technical assessment (written, demonstration, project components) [CR 100.5(d)(6)(i)(b)];
- completion of work-based learning experiences as provided by the approved program
- completion of a work-skills employability profile
- Students must pass the following exams to be eligible to receive their technical endorsement.
- Knowledge (Written) Based: (dependent on program)
- Performance Exam: (dependent on program)
- Senior Project/Portfolio

## **MAINTAINING GOOD ACADEMIC STANDING**

Please note that any student at risk of failing a marking period will be required to meet with a member of our student support team. This intervention is crucial for getting back on track to academic success. During this session, students will have the opportunity to: Reflect on their performance during the past marking period. Identify any patterns or challenges that may have influenced their grades. Set both short-term and long-term goals to achieve academic success.

Additionally, students who do not pass the first year of their program will not be able to return to GC Tech and will need to arrange a full schedule at their home school. These students will also be ineligible to earn the necessary CTE and academic credits required for graduation.

# RECOGNITION, ENRICHMENT AND SUPPORT

---

Students are recognized and rewarded for their outstanding accomplishments—academic achievement, leadership, and contributions to their schools and communities.

## STUDENT RECOGNITION

### NATIONAL TECHNICAL HONOR SOCIETY—CTE

GC Tech is a chapter of the National Technical Honor Society, an organization for outstanding students enrolled in career and technical education. The purpose of the National Technical Honor Society is to promote service, leadership, honesty, career development, and skill workmanship; to reward student achievement; to encourage and assist student education and career goal-setting; to promote a stronger linkage between local vocational/technical institutions with business and industry; and to promote the image of vocational/technical education in America. Membership into the National Technical Honor Society is open to all CTE students. Membership is based the following rigorous selection process:

- have no more than three parent excused absences for the year
- maintain a grade average of 90
- write a personal statement about the importance of CTE
- be an exemplary student in the area of quality workmanship, honesty and service
- have no disciplinary record (including unexcused excessive absences) at GC Tech or their home School.

**Additionally Students must maintain excellent attendance with no more than 3 parent excused absences for the year. All students must adhere to attendance policy requiring a note stating the reason for their absences WITHIN FIVE school days of their return to school.**

### HONOR ROLL

The Honor Roll requires an average of 85% or above. High Honors requires an average of 90% or above. Honor Roll students also may not have more than 3 unexcused absences and cannot have any discipline referrals during the quarter.

### STUDENT OF THE QUARTER

Each quarter, teachers select students for this honor. It is awarded to students who actively participate in class, demonstrate significant progress in career tech and the academics, have excellent attendance, complete all assignments, and demonstrate a positive attitude and good interpersonal skills.

### GC TECH CORE VALUE QUARTERLY RAFFLE

At GC Tech, we pride ourselves on the core values of professionalism, perseverance, teamwork, respect, and safety. Each quarter, students will have the opportunity to win a raffle based on their demonstration of these values. When staff observe a student exhibiting the GC Tech Core Values, the student will be rewarded with an entry for a chance to win a surprise gift.

### **OUTSTANDING STUDENTS**

At the end of the school year, one outstanding student is selected from each course or program. Students who receive this award actively participate in class, demonstrate progress in career tech and the academics, have excellent attendance, complete all assignments and demonstrate a positive attitude and good interpersonal skills.

*Please Note: Excessive absences will prevent your eligibility to be recognized as an outstanding student.*

## **ENRICHMENT OPPORTUNITIES**

### **TECHNICAL ENDORSEMENTS**

Upon successful completion of a Career and Technical Education course, you will take an industry assessment. If you successfully pass the industry assessment and other bench marks, you will be eligible to receive a technical endorsement on your high school diploma pending you have passed all Regents requirements in your home school.

### **STUDENT AMBASSADORS**

Student Ambassadors are nominated by their teachers. Student Ambassadors demonstrate success through classroom achievement, leadership, and good communication skills. Student Ambassadors assist with Orientation and Taste of Tech programs, act as guides for student visitors and parents, and help new students become familiar with GC Tech. Ambassadors have the opportunity to share their experiences in a variety of programs, in their home high schools, and local community and youth organizations.

### **SKILLSUSA**

SkillsUSA is a national student organization for CTE students to develop leadership skills. Participation is optional but highly recommended. Members have the opportunity to participate as officers, compete in local competitions, and are eligible for scholarships. Speak to your teacher to join as a member. The members of SkillsUSA decide on their activities. In the past, these activities have included field trips, contests with other schools and participation in the state contest in Syracuse, New York. Winners of the New York State Contest have gone on to participate in the SkillsUSA National Competitions. Prominent leaders from industry and education participate as guest speakers and consultants. Prizes are awarded by industry for outstanding student accomplishments. All students are eligible to join SkillsUSA. Membership dues are required.

### **NO PLACE FOR HATE**

*No Place for Hate* is a self-directed program helping all of the GC Tech stakeholders to take the lead on improving and maintaining school climate so all students can thrive. GC Tech has been designated a “No Place for Hate” school. We are committed to creating a safe and inclusive learning environment for all students. Please speak with Ms. Lazazzaro to join the No Place for Hate Committee.

### **SERVICE LEARNING**

Students will be involved in a Service Learning project throughout the school year. Service Learning engages students in an educational approach that integrates local needs with their academics and their CTE courses. Students become involved and connected to the needs of their community and their school. Through Service

Learning, students will have the time to reflect upon their experiences and develop civic responsibility.

## **STUDENT SUPPORTS**

GC Tech offers a comprehensive program of school counseling, career development and psychological services for all students. Our school counselor, school psychologist and social worker are trained to guide and support students through the phases of their high school experience. Assistance in decision-making and problem-solving helps students realize their personal, social, academic and career potential. Services also include post-secondary educational planning, course planning information, assessment and group guidance instruction. GC Tech Student Support Services help students achieve the goals of the Learning Standards and Assessments, with an emphasis on education and career planning.

These services are diversified and address the special needs of individual students. Your counselor works with you and monitors your progress throughout the school year.

*Student Support Team:*

- Routinely check in with students
- Act as a source of referrals for community service programs and organizations
- Coordinate parent-teacher-student conferences as needed
- Interpret standardized test scores
- Administer interest and other self-knowledge inventories
- Provide vocational and career counseling
- Introduce new students to our programs, resources and services
- Facilitate a post secondary plan for each student
- Assist students in maintaining the appropriate course placements
- Assist students with college and career planning.

The Student Support Team works closely with the high school counselors, psychologist and social worker to partner with support services provided by the home high schools.

## **PROGRAMS WITH STUDENTS WITH DISABILITIES**

If you have a disability, you are entitled to receive special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment. You will have access to the full range of appropriate programs and services at GC Tech as requested by the home school district.

## **HEALTH SERVICES**

If you are hurt or ill, speak to your teacher and ask for a pass to the school nurse's office. The school nurse will provide emergency care for you in accidental or unexpected medical situations.\*

If you need to take medication during the school day, you must:

- Bring a note from your parent/guardian which gives the nurse permission to store the medication for your use, releasing Nassau BOCES and its employees of liability



for the administration of medication

- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- Bring a copy of the prescription
- Complete a Medication Permission Request form provided by the Health Office. Medications must be picked up and dropped off to the school building by a parent/ guardian.

Nurse's Office phone number: (516) 604-4218

\*You can be released by the nurse or administration to a parent, guardian or home school representative. A signature by the parent, guardian or home school representative is required.

### ***Mindfulness Space***

*Mindfulness Space* is a space in the GC Tech guidance office designated for students who may need a few minutes to calm down or for students who are feeling overwhelmed. This space is used by one student at a time and permission must be given by both the student's teacher and someone from the main office. Students will be supervised and given time to calm down and relax before going back to class. Time limits will be set based on need and availability.

## **HELPLINES**

The following HELP LINES are provided by the Nassau County Youth Board.

### **SUICIDE:**

Long Island Crisis Counseling & Referral Center ..... (516) 679-1111

### **RUNAWAYS:**

Nassau Haven..... (516) 221-1310

### **RAPE:**

SAFE Hotline - Domestic, Sexual, Human Trafficking ..... (516) 542-0404

### **DRUGS/VAPING:**

Alcohol/Drug Hotline..... (516) 747-2606

Long Island Council on Alcoholism and Drug Dependence..... (516) 747-2606

Long Island Crisis Counseling & Referral Center ..... (516) 679-1111

### **SAFE CENTER:**

Nassau County Coalition Against Domestic Violence ..... (516) 542-040

### **CHILD ABUSE:**

To Report Abuse: New York State Hotline ..... (800) 635-1522

### **HEALTH:**

Nassau County Department of Health

Information and Referral Service ..... (516) 227-9697

### **GENERAL CONCERNS:**

Long Island Crisis Counseling & Referral Center ..... (516) 679-1111

Mental Health Association ..... (516) 504-4357

Nassau County Office of Youth..... (516) 227-7134

You may want to see your high school or GC Tech school counselor or school psychologist for additional information or assistance with a referral.

# PREPARING FOR THE FUTURE

---

## CAREER DEVELOPMENT

GC Tech coursework is the start of a bright future. Students who complete our program go into their future career and/or additional training at a technical school or a two- or four-year college or a military program. You will participate in a comprehensive program of career development that will assist you in making decisions that will help chart your future. As part of this program you will take an interest inventory to help reaffirm career choices or look at other options, and will work on a career plan to help gather information, explore options and prepare for life after high school.

## POST-SECONDARY EDUCATIONAL OPPORTUNITIES

All NYSD-approved CTE programs maintain partnerships with post-secondary institutions. Dual enrollment, advanced standing, and articulation agreements are educational pathways that provide high school students with opportunities to earn college credits or advanced placement in college. Here are the key differences:

- **Advanced Standing:** Skip introductory college courses based on high school achievements (like AP/IB scores), often without receiving college credit.
- **Articulation Agreements:** Pre-arranged agreements that guarantee certain high school courses will be accepted for college credit or advanced placement. Articulation agreements only apply to the college or school offering the agreement and are not transferable to other institutions.
- **Dual Enrollment:** Earn college and high school credit at the same time through college-level courses taken during high school. Dual-Enrollment agreements require students to pay a fee directly to the college as they are purchasing fully transferable college credits, while completing the college's curriculum.

Each pathway provides different benefits and should be chosen based on a student's academic goals and the specific opportunities available at their high school and prospective colleges. Upon successful completion of all requirements, you must request that your official college transcript be sent directly to the college that you will be attending in order for credits to be applied to your degree program. Please visit the Nassau BOCES website for a list of the most up to date post-secondary agreements. <https://www.nassauboces.org/Page/11864>

## WORK-BASED LEARNING PROGRAM FOR CTE STUDENTS

In order to participate, students under the age of 18 must submit an "Employment Certificate" (also known as working papers, which they can obtain from their home school) to the WBL Coordinator. You must also meet eligibility criteria for skills competency, grades, attendance, and behavior.

Work-based learning is authentic learning experiences that allow students to explore their career goals, abilities, and interests while applying their academic and technical knowledge and skills in a real-world context. These experiences are planned and supervised by instructional staff in collaboration with business, industry, or community partners.

\* For many Work-Based Learning experiences, proof of United States citizenship may be required.

Provides opportunities to apply classroom learning to workplace experiences.

- Establishes clear connections between education and worksite career applications.
- Creates opportunities for exploration of possible careers.
- Increases motivation to stay in school by making education more relevant.
- Improves awareness of post-secondary opportunities.
- Increases technical skills through their application in authentic tasks.
- Promotes the practice of positive work habits.
- Increases understanding of workplace expectations and skills needed.
- Enhances general workplace competencies, such as communication, teamwork, and project planning.
- Allows observation of work ethics of employer and employees
- Establishes professional contacts for future employment and mentoring.

Student Eligibility for Work-Based Learning Experiences:

- Students must be recommended by their CTE teacher and must have complete all safety requirements, including but not limited to OSHA 10
- Achieve a minimum CTE grade of 75%
- Students who are on an attendance contract will not be eligible for WBL.
- Zero disciplinary referrals resulting in out-of-school suspensions.

During internships, all students are expected to turn in timesheets, a legal document verifying your attendance, according to the established timeline. Failure to do so will affect your Work Ethic grade and may result in the termination of your work-based learning experience.

### **Co-Op** (Cooperative Occupational Education Program)

Paid Co-Op offers students who are in the second year of their program an opportunity for school credit for occupationally-related, school and sponsor supervised and evaluated employment training, utilizing career competencies and skills/tasks. Teachers refer eligible students to the Co-Op coordinator for processing in the second quarter. Co-Op agreements must be signed by the sponsor, parent, student, teacher and coordinator.

### **Internships** – CEIP (Career Education Internship Program)

Unpaid supervised work-based learning experience for credit is scheduled for a specified short term, usually during the CTE session. The CTE teacher, coordinator, sponsor, and mentor develop an individualized training plan listing skills/tasks/objectives to be learned and evaluated. An agreement is signed by all parties including parents. The student intern will assist the mentor and learn about the work environment, tasks, career requirements and opportunities.

## **Clinic**

The students in the health career programs will participate in a required clinical rotation at an in-patient health care facility during the school year. This experience will provide them with the opportunity to practice their skills and also make decisions about their future careers. A complete physical exam and necessary vaccinations are required by the health care facilities for students to attend clinic.

Therefore, under no circumstances will a student participate in the clinical rotation without a completed health physical and appropriate vaccinations on file that was done within the year prior to the start of clinic. Students who do not submit a complete physical and proof of vaccinations, will not be able to complete their program or take their certification examination. As a result, students will be required to withdraw from the program. Late submission of student paperwork will negatively impact a student's grade. If student's grade drops below a 75, they may be temporarily withheld from participating in their clinical rotation until they attain a minimum grade of 75 in the gradebook.

## **CERTIFICATION & LICENSING OPPORTUNITIES**

Many programs provide opportunities for students to take certification and/or licensing exams. Please note, many times, students are required to have a government issued photo ID to register and/or sit for these exams. For such exams, students must make accommodations to have a government issued photo ID prior to exam registration. We recommend students secure a government issued photo ID at the start of their program.

## **COMMUNITY CONNECTIONS**

---

### **ALUMNI**

GC Tech graduates have been very successful in their chosen fields. We are committed to helping all successful program completers obtain jobs in fields related to their areas of training. We are asking our seniors to please become part of our Alumni Network. Please visit <https://www.nassauboces.org/GCTechAlumni> to join.

### **BUSINESS PARTNERSHIPS**

We value our industry partners who sponsor the work-based learning programs and also contribute as advisors, program evaluators, competition judges, donors, classroom speakers, trip or shadow-day hosts, and employers. Should you have a recommendation for an industry partner, please contact the respective Work-Based Learning Office at (516) 604-4246 to be connected with a cooperative education coordinator working with their career program teacher and students.

### **SOCIAL MEDIA CONNECTIONS**

GC Tech prides itself on showcasing the hard work of our students and staff. Please follow us on our social media accounts listed below. Any student who does not wish to be featured on GC Tech's social media accounts will be required to fill out and submit a Media Opt Out Policy to the main office.

Instagram: [https://www.instagram.com/gctech\\_nasboces/](https://www.instagram.com/gctech_nasboces/) Facebook: <https://www.facebook.com/GCTechLPS/>

## SITE-BASED TEAM

The site-based team is charged with addressing the specific issues at GC Tech, as well as implementing, where designated, the key initiative of the organization. The site-based meetings will be comprised of administrators, students, teachers, teacher aides and, of course, parents. If you feel you would like to join our Site-Based and Shared Decision-Making team and help us meet our mission, please contact the main office. Please visit [https://www.nassauboces.org/shared\\_decision\\_plan](https://www.nassauboces.org/shared_decision_plan) for more information.

## VISITORS

All high school students wishing to visit GC Tech must make arrangements for specific visiting dates through their home school guidance departments. GC Tech students must have their teacher and administration's approval before bringing visitors to class. Visitors will not be permitted into any classes without prior authorization from the home district.

All visitors must stop at the security desk, sign in, show picture ID and be issued a visitors pass which must be displayed at all times. The pass must be returned to the visitors desk, and the visitor must sign out at the conclusion of the visit. Persons who are not students or staff must report to the visitors desk when they enter the school building. Only those individuals with appointments will be allowed in the building.

Parents are encouraged to communicate with teachers, guidance counselors, school nurses, school psychologists and other staff personnel to discuss any problems or concerns the parent may have regarding the student, whether or not school-related.

**Visitors to the building are limited. All appointments are to be scheduled in advance.**

## MEDIA OPT OUT POLICY

Throughout the school year, different media groups (television stations, local newspapers, school production classes, district communications staff, etc.) will produce stories, videos and photographs about activities and events happening in the Nassau BOCES schools. These articles, photographs and videos may be posted on the Internet, aired on television and cable stations, or used in Nassau BOCES promotional materials and on its website and social media sites. Parents who DO NOT want their child(ren) to be photographed or videotaped for news media or school publicity purposes, should complete a Media Opt-Out Form, which can be obtained on our website. Forms should still be submitted to the Main Office. Completed forms should be returned to the main office.

## PARENT BILL OF RIGHTS

Parent(s)/guardian(s) have the right to inspect and review the complete contents of their child's education record. For more information visit [www.nassauboces.org/parentsbillofrights](http://www.nassauboces.org/parentsbillofrights).

## **ASBESTOS MANAGEMENT PLAN**

In accordance with asbestos hazards emergency response act (AHERA), all Nassau BOCES school buildings have been inspected by an accredited inspector that identified assessable assumed or confirmed asbestos containing building material (ACBM). The findings of this inspection are located within the asbestos management plan. The management plan, as well as the most recent reinspection, surveillance and response action clearance reports, are maintained in the office of each school

## **PESTICIDE NOTIFICATION**

New York State Education Law section 409-H requires all schools to inform staff, parents and guardians that there is a potential for pesticides to be used periodically throughout the school year. Nassau BOCES is required to maintain a list in each school of staff or parents who wish to receive 48-hour prior written notification of non-exempt pesticide applications in that school. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, when notification is required, please contact your school's principal. If you have any questions regarding the pesticide notification requirements, you may contact the Nassau BOCES Safety Coordinator. Additional information may be obtained by calling the National Pesticide Information Center, 1-800-858-7378, For the New York State Department of Health Center for Environmental Health Info Line, 1-800-458-1158.

## **REPORTED SUSPECTED CHILD ABUSE AND NEGLECT**

New York State Education Law Section 101, 207, 409 -I and Chapter 105 of the Laws of 2016, new subdivision (nn) is added to section 100.2, requires all schools to inform staff, parents and guardians where to report child abuse and neglect. Call the New York State Office of Children and Family Services (OCFS) at 1-800-342-3720, TDD/TTY: 1-800-638-5163 or video relay system 1-800-342-3720. For more information, visit <http://ocfs.ny.gov/main/cps/>

<p style="text-align: center;"><b>STUDENT DISCIPLINARY ACTION PLAN</b></p> <p style="text-align: center;">All referrals result in notification to the parent guardian and a Responsibility-Centered Discipline Coaching and Reflection Session.</p> <p style="text-align: center;">All 2nd and 3rd referrals are reported to the home school/sending district.</p> <p style="text-align: center;">In general, all suspensions are mirrored by the home school.</p>			
Offense	First Referral	Second referral	Third Referral
Lateness to class	Impact on work ethic grade	Impact on work ethic grade, meet with guidance counselor	Impact on work ethic grade, parent/guardian notification, meet with guidance counselor and assistant principal
Unexcused Excessive Late >15	Sent to administrator parent notified, 0 on work ethic for the day.	Sent to administrator, parent notified, held until teacher finishes lecture, student must make up notes before heading to shop. 0 on work ethic for the day.	Sent to administrator, parent notified, 0 on work ethic for the day, student will be held for ISS for the remainder of the day.
Sleeping in class	Student removed from class and sent to the nurse, impact on work ethic grade	Student removed from class and sent to the nurse, impact on work ethic grade	Student removed from class and sent to the nurse, impact on work ethic grade, conference with family and district
Failure to remove hat/hood/ or display student issued photo ID	Student removed from class, office reprimand, impact on work ethic grade	Student removed from class, office reprimand, impact on work ethic grade	1 day suspension, impact on work ethic grade
Failure to change into uniform including personal protective equipment (PPE)	Student removed from class, office reprimand, impact on work ethic grade	Student removed from class, office reprimand, impact on work ethic grade	1 day suspension, impact on work ethic grade
Misuse of hall pass/ cutting class	Office reprimand, impact on work ethic grade	1-3 day suspension, impact on work ethic grade	1-5 day suspension, impact on work ethic grade
Failure to properly identify oneself	Office reprimand, parent/ guardian & district notification	1-3 day suspension	1-5 day suspension, Subject to removal from GC Tech
Use of cell phone or electronic devices which disrupts the normal instructional process	Office reprimand, impact on work ethic grade, device confiscated	1 day suspension, device confiscated and office check in of device required, impact on work ethic grade	1-3 day suspension, Office check in of device required, impact on work ethic grade
Insubordination/ Disruptive behavior	Office reprimand, impact on work ethic grade	1-3 day suspension, impact on work ethic grade	1-5 day suspension, impact on work ethic grade, subject to removal from GC Tech.
Testing irregularities, cheating on tests or projects, academic dishonesty	Failure on exam, impact on work ethic grade	Failure on exam, impact on work ethic grade	1-day suspension, failure on exam, impact on work ethic grade
Abusive language or hand gestures	Office reprimand and subject to 1-3 day suspension	1-3 day suspension	1-5 day suspension, subject to removal from GC Tech.
Driving violations, speeding, bringing passengers in car on campus, parking in non-student designated areas	1-week loss of driving privilege	2-week loss of driving privilege	Loss of permit parking privileges for the remainder of the year
Leaving campus without authorization	1-day suspension, parent/guardian & district notification	1-3 day suspension	1-5 day suspension, subject to removal from GC Tech

Smoking or vaping on school grounds (including the bus), possession of smoking or vaping paraphernalia	1-5 day suspension, confiscation, parent/guardian & district notification, referral to cessation resources	1-5 day suspension, confiscation, referral to cessation resources, subject to removal from GC Tech.	
Unsafe or dangerous conduct	1-5 day suspension, parent/guardian & district notification subject to removal from GC Tech	1-5 day suspension, subject to removal from GC Tech	
Theft	3-5 day suspension, police notification	3-5 day suspension, police notification, subject to removal from GC Tech	
Vandalism or graffiti	1-5 day suspension	1-5 day suspension, Subject to removal from GC Tech	
Bullying, Cyberbullying (including inappropriate use of social media)	1-5 day suspension, counseling, parent/guardian conference, district notification	1-5 day suspension, parent/guardian conference, subject to removal from GC Tech	
Any form of harassment	1-5 day suspension, counseling, parent/guardian conference, district notification	1-5 day suspension, parent/guardian conference, subject to removal from GC Tech	
Possession and/or use of illegal drugs, alcohol, weapons	2-5 day suspension, police notification, parent/guardian conference, district notification, counseling referral, subject to removal from GC Tech	2-5 day suspension, police notification, parent/guardian conference, counseling, subject to removal from GC Tech	
Suspicion, under the influence of drug and or alcohol	2-5 day suspension, parent/guardian conference, counseling referral, district notification	2-5 day suspension, subject to removal from GC Tech	
Fighting, gang activity, intimidation	5-day suspension, police notification, parent/guardian conference, district notification, subject to removal from GC Tech		
False alarms, bomb scares, fireworks, smoke bomb	5-day suspension, police notification, parent/guardian conference, district notification, subject to removal from GC Tech		
Other	Office discretion of consequences as appropriate, parent notification, district notification		

In addition to disciplinary consequences for student behavior, students will also partake in a Responsibility Centered Discipline Coaching Session with one of the Student Support Team Members. The Response-Ability Process is not a "consequence" or "punishment". The objective is to teach students to recognize when they are too emotionally charged to make the best decisions and to get them to a point where they can handle situations in a positive manner. The Response- Ability Process enables students to take responsibility for their actions and to create solutions. This reduces the likelihood of the student making the same error in judgement again. Please note, GC Tech upholds suspensions and other disciplinary consequences from home school. For example, if a student receives an out-of-school suspension in their home school, the student is also suspended from the GC Tech Campus.



# n a s s a u BOCES

## 2024/2025 SCHOOL CALENDAR

### September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29





### June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Holidays and Observances

Sept. 2	.....	Labor Day
Sept. 3-4	.....	Superintendent's Conference Days
Sept. 5	.....	First Day of School
Oct. 3-4	.....	Yom Kippur
Oct. 14	.....	Columbus Day
Nov. 1	.....	Superintendent's Conference Day
Nov. 11	.....	Veterans Day (observed)
Nov. 28-29	.....	Thanksgiving Recess
Dec. 23-31	.....	Holiday Recess
Jan. 1	.....	New Year's Day
Jan. 20	.....	Dr. Martin Luther King Jr. Day
Feb. 17-21	.....	Winter Recess
March 31	.....	Superintendent's Conference Day
April 14-21	.....	Spring Recess
May 23	.....	Inclement weather make-up day
May 26	.....	Memorial Day
June 19	.....	Juneteenth
June 25	.....	Last Day of School

### Key

-  Holiday - SCHOOLS CLOSED
-  Inclement Weather Make-up Day  
SCHOOLS CLOSED IF NOT NEEDED
-  Superintendent's Conference Day  
SCHOOLS CLOSED FOR STUDENTS ONLY
-  First/Last Day of School

179	Student Attendance Days
4	Superintendent's Conference Days
183	Total Teacher Attendance Days



**Board of Cooperative Educational Services  
of Nassau County**

Deborah Coates, *President*

Michael Weinick, *Vice President*

Susan Bergtraum

Ronald Ellerbe

Lawrence Greenstein

Martin R. Kaye

Fran N. Langsner

Robert "B.A." Schoen

Eric B. Schultz

Larry J. Leaven, *District Superintendent/Chief Executive Officer*

James Widmer, *Deputy Superintendent/Chief Operating Officer*

Anthony N. Fierro, *Chief Administrator of Facilities Services and Capital Projects*

Colleen Lipponer, *Assistant Superintendent for Business Services*

Thomas McGrath, *Assistant Superintendent for Human Resources/RSIP*

Susan McNulty, *Assistant Superintendent for Special Education/Curriculum & Instruction*

**[www.nassauboces.org](http://www.nassauboces.org)**

**Department of Regional Schools and Instructional Programs**

Judith A. Hynes, *Associate Director*

Samuel McAleese, *Interim Assistant Director*

Jyoti Sood, *Supervisor, Data and Technology*

**Gerald R. Claps Career & Technical Education Center**

Madelaine Hackett, *Principal*

Caitriona O'Neill, *Assistant Principal*

**[www.nassauboces.org/gctech](http://www.nassauboces.org/gctech)**

**Department of Special Education**

Susan McNulty, *Assistant Superintendent for*

*Special Education/Curriculum & Instruction*

Joanna Malament, *Associate Director*

**[www.nassauboces.org/specialeducation](http://www.nassauboces.org/specialeducation)**