



STUDENT HANDBOOK

2026-27



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 6**
3. **No ID Policy – page 8**
4. **Computer Use Policy – page 9**
5. **DASA Information – page 17**

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.

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 that reads "M. Hackett". The signature is fluid and cursive, with a large, stylized 'M' and 'H'.

Madelaine Hackett, *Principal*

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 offers employment and educational opportunities without regard to age, color, creed, disability (including both physical and mental disabilities and the use of a guide dog by a person with a disability), familial status, gender, gender expression, gender identity, marital/familial status, partnership status, military/veteran status, national origin and ancestry, predisposing genetic characteristics, race (including traits historically associated with race such as hair texture and protective hairstyles such as braids, locks or twists), religion (including religious practice and/or expression), sex, pregnancy (including pregnancy-related conditions, childbirth, or related medical conditions), sexual orientation, sexual and reproductive health decisions, prior arrests that are not pending, citizenship or immigration status (but an employee must be authorized to work in the United States), victim of domestic violence status, prior convictions (except as authorized by law) or any characteristic or status protected by applicable law. This policy applies to all aspects of an individual's Nassau BOCES employment including recruitment, application, hiring, assignment, pay, benefits, training, promotion, demotion, transfer, discipline, termination, layoff, recall or leaves of absence.

The Nassau BOCES will fully comply with applicable federal, state and local laws prohibiting discrimination, harassment and ensuring equal access, including without limitation, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title IV of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), The Age Discrimination Act of 1975, the Age Discrimination in Employment Act, the Genetic Information Nondiscrimination Act, the New York State Human Rights Law, and any other applicable federal, state or county nondiscrimination statutes and regulations.

In accordance with Federal law, the Nassau BOCES shall provide equal facility 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.

The Nassau BOCES further prohibits harassment, intimidation, or the creation of a hostile environment on the basis of characteristic or status listed above or protected by applicable law. Nassau BOCES also prohibits retaliation against any employee that: (1) reports an incident of prohibited harassment, intimidation or the creation of a hostile environment on the basis of any characteristic or status listed above or protected by applicable law; or (2) provides information, or otherwise assists in any investigation of harassment, intimidation or the creation of a hostile environment on the basis of any characteristic or status listed above or protected by applicable law.

The Nassau BOCES shall take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in any Nassau BOCES program, and that reasonable accommodations and language assistance services will be made available to ensure meaningful access and participation, consistent with federal and state law requirements. The Nassau BOCES offers the following Career and Technical Education programs, each of which has specific admissions criteria as more fully set forth on the Nassau BOCES webpage located at <https://www.nassauboces.org/schools-and-programs/career-and-technical-education-cte>.

The Nassau BOCES Civil Rights Compliance Officers are responsible for coordinating efforts in furtherance of complying with and implementing this Non-Discrimination Statement, including but not limited to, the Nassau BOCES' obligations under Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Titles IV, VI, VII of the Civil Rights Act of 1964; the Americans with Disabilities Act, The Age Discrimination Act of 1975; the Age Discrimination in Employment Act; the Genetic Information Nondiscrimination Act; the New York State Human Rights Law; and the Dignity for All Students Act. Information and grievance procedures are available by contacting the following Civil Rights Compliance Officers:

- **Sammy Gergis**
Assistant Superintendent - Human Resources
71 Clinton Road, Garden City, NY 11530
516-396-2358
sgergis@nasboces.org
- **Mark Raimondi**
Acting Director - Human Resources
71 Clinton Road, Garden City, NY 11530
516-396-2347
mraimondi@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.

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.
- 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.
- The New York State Division of Human Rights (NYSDDR) 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@dhr.ny.gov, complaint forms may be sent directly to complaint@dhr.ny.gov or fax 718-741-8322.

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STUDENT GUIDELINES

SUCCESS AT GC TECH

GC Tech prepares students for future success by combining technical training, academic learning, professional behavior and workplace readiness. Students are expected to contribute to a safe, respectful and productive learning community each day.

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

- Professionalism
- Perseverance
- Teamwork
- Respect
- 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.

WHAT STUDENTS ARE EXPECTED TO DO

- Arrive on time and be ready to work.
- Wear the required uniform and personal protective equipment.
- Follow safety procedures at all times.
- Use respectful language and behavior.
- Follow directions from all staff members.
- Take responsibility for learning, assignments, attendance and conduct.
- Ask for help when needed and accept support when it is offered.

ATTENDANCE AND PUNCTUALITY

Good attendance is essential for success at GC Tech. Missing one day at GC Tech is similar to missing several days of a one-period class at a home high school because GC Tech sessions are longer and include hands-on instruction, safety practice and skill development.

ATTENDANCE AT A GLANCE

Students are expected to be present, arrive on time and remain for the full session each day. Attendance reports are shared with home school districts. Excessive absences or lateness may affect grades, program standing, work-based learning eligibility, recognition opportunities and credits awarded by the home school.

For additional information, please use the QR code to view Nassau BOCES Board Policy or visit <https://v3.boardpolicyonline.com/b/nassau>



REPORTING AN ABSENCE

All absences must be explained. A parent/guardian or home school must contact the main office within five school days of the student's return to school.

- Phone call to the main office
- Written note
- Email to gctechattendance@nasboces.org

Once documentation is received, the absence will be recorded as either excused or unexcused based on Nassau BOCES Board Policy. If documentation is not received within five school days, the absence will be marked as unexcused. Official documentation (doctor's note, note from college admission office, etc.) is preferred.

IMPORTANT REMINDER

An explained absence is not automatically excused. Only absences that meet the Nassau BOCES excused absence criteria will be recorded as excused.

EXCUSED ABSENCES

The following reasons may be recognized as excused when appropriate documentation is provided within five school days:

- personal illness
- illness or death in the family
- medical appointments or hospitalization
- inclement weather that results in the closure of school 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 a child or youth who lacks a fixed, regular and adequate nighttime residence)

For additional information, please use the QR code to view the Student Attendance Board Policy or visit

<https://v3.boardpolicyonline.com/b/nassau/s/195469>

HOME SCHOOL ACTIVITIES

For home school activities such as field trips, pep rallies, senior pictures or similar events, the student must provide advance notification and a note or email from the home school guidance counselor or administrator for the absence to be considered excused.

BELL SCHEDULE

AM SESSION

AM Session	Time	Expectation
Doors Open	6:50 a.m.	Students may access lockers and changing rooms.
Program Start Time	7:00 a.m.	Students are expected to be in the building getting prepared to work.
Warning Bell	7:05 a.m.	Students are expected to be in the classrooms ready to work.
Tardy	7:06 a.m.	Students are marked tardy.
Announcements	7:10 a.m.	
Dismissal	9:35 a.m.	Students are dismissed.

PM SESSION

PM Session	Time	Expectation
Doors Open	10:50 a.m.	Students may access lockers and changing rooms.
Program Start Time	11:00 a.m.	Students are expected to be in the building getting prepared to work.
Warning Bell	11:05 a.m.	Students are expected to be in the classrooms ready to work.
Tardy	11:06 a.m.	Students are marked tardy.
Announcements	11:10 a.m.	
Dismissal	1:30 p.m.	Students are dismissed.

ATTENDANCE INTERVENTIONS

Absences	Intervention
5 absences	Letter sent home confirming explanations.
10 absences	Second letter sent home and meeting scheduled with the student support team.
15 absences	Attendance committee hearing. Grades, discipline and attendance are reviewed. Placement at GC Tech and credits awarded by the home school may be affected.

TARDINESS

Students are expected to be signed in and in their assigned classroom or first-period class within five minutes after the start of the scheduled school day. Students who arrive after announcements must report to the front desk or main office for a pass before going to class.

A written excuse is required for lateness. Excused tardiness follows the same criteria as excused absences.

The following situations are also excused:

- A school bus arrives after the late bell or does not arrive, verified by

the home school district.

- Lateness is due to a home school activity, confirmed by a representative of the home school.

WORK ETHIC IMPACT

Students have five minutes to prepare and get into uniform. Failure to be in class by the late bell results in a deduction from the daily work ethic grade.

EXCESSIVE LATENESS INTERVENTIONS

Excessive lateness is defined as arriving 15 minutes or more after the scheduled start time of class.

Occurrence	Intervention
1st	Student meets with an administrator or school counselor; parent/guardian notified; warning issued; work ethic grade impacted.
2nd	Student meets with an administrator or school counselor; parent/guardian notified; student completes classroom component or make-up work before returning to shop; work ethic grade impacted.
3rd	Student meets with an administrator or school counselor; parent/guardian notified; student may be held in ISS for the session; work ethic grade impacted.

These interventions reset at the start of each marking period. Continued excessive tardiness may result in additional disciplinary action, including in-school suspension.

ATTENDANCE APPEALS

A student may submit an attendance appeal by emailing gctechattendance@nasboces.org with the subject line Attendance Appeal. The email must include:

- A detailed explanation of past extenuating circumstances that affected attendance.
- A detailed explanation of changes made to regain satisfactory attendance.
- A copy of the most current attendance contract with all required signatures.
- Supporting documentation, such as medical documentation, legal requirements, or evidence of valid absences.

EARLY RELEASE

Students and parents/guardians must complete the Early Release Form in advance. The form is available on the GC Tech website and in the main office.

- A parent/guardian must sign the form.
- A parent/guardian must provide valid photo identification.
- The form may be emailed with a copy of the parent/guardian photo ID to gctechattendance@nasboces.org. Submitting it 24 hours in advance is preferred, but it must be submitted before the program start time.

- The main office will call the parent/guardian using the number in SchoolTool to validate the request.
- If the parent/guardian is picking up the student, documentation should be completed in advance and the main office should be called at (516) 604-4200.
- Students may not participate in early release on clinic or client services days.

EARLY RELEASE REMINDER

Lateness and early release may negatively affect program seat-time requirements. If the parent/guardian cannot be contacted or valid photo identification is not provided, the student will not be released.

DAILY EXPECTATIONS AND SAFETY

STUDENT ID

For safety and security, all students must wear their GC Tech student ID while on campus. IDs should be visible on the GC Tech lanyard while students are in hallways or moving through the building.

If You Forget Your ID	What Happens
First occurrence	Warning issued.
Second occurrence	Replacement ID issued and a \$5 replacement fee charged.

Outstanding fees should be resolved promptly. Unresolved obligations may affect participation in end-of-year activities or the certificate ceremony.

GOVERNMENT-ISSUED PHOTO ID

Many certification, licensing and work-based learning opportunities require students to have a government-issued photo ID. Students are strongly encouraged to secure one at the start of the program.

CELL PHONES AND PERSONAL DEVICES

To maintain a focused, safe and engaging learning environment, Nassau BOCES limits the use of personal internet-enabled devices during the school day. This includes cell phones, smartwatches, tablets and other devices that connect to the internet or run social media applications.

For additional information, please use the QR code to view the Student Use of Personal Electronic Devices Board Policy or visit <https://v3.boardpolicyonline.com/b/nassau/s/195496>



CELL PHONE POLICY AT A GLANCE

Personal internet-enabled devices may not be used during the school day unless directed by Nassau BOCES staff for an educational purpose. Devices must be silenced and stored in the assigned secure storage location upon arrival. Devices are returned at dismissal. Parents/guardians who need to reach a student should call the main office at (516) 604-4200.

Career and Technical Education classrooms have secure storage lockers. Students store phones at the start of class and keep the locker key on a wristlet, which may be secured on their person or stored in their locker.

EXCEPTIONS TO THE DEVICE POLICY

Exceptions may be granted for health conditions, translation services, family caregiving responsibilities or educational needs documented in an IEP or 504 Plan. Parents/guardians should contact the principal and their home school Committee on Special Education. Supporting documentation may be required.

TECHNOLOGY AND INTERNET USE

Students must read and sign the Nassau BOCES Parental Consent and Student Agreement titled Use of Computerized Information Resources and follow its terms.

- No food or drinks are permitted near computers.
- Do not repair, mark, deface or change settings on school computers.
- Do not share your user ID or password except with the Technology Department.
- Notify your teacher immediately if there is a computer problem.
- Use the internet only for teacher-approved sites and activities.
- Do not remove school-owned equipment from the building without written administrative permission.

Device Offense	Consequence
1st	Office reprimand, work ethic grade impact, device confiscated until end of day, parent/guardian notified.
2nd	Office reprimand, work ethic grade impact, device confiscated for parent/guardian pickup, district notified.
3rd	Office reprimand, work ethic grade impact, device confiscated for parent/guardian pickup, district and parent/guardian conference.

For additional information, please use the QR code to view the Student Use of Computerized Information Resources or visit <https://v3.boardpolicyonline.com/b/nassau>



UNIFORMS AND PPE

Students are preparing for college and careers. Students are expected to be in the required uniform each day and to wear all required personal protective equipment. Families experiencing economic hardship should contact the main office for assistance.

UNIFORM REQUIREMENT

Uniforms and required program materials may be purchased from any supplier, provided they meet the program's specifications. The QR code below links to a vendor that carries all required uniform items for your convenience. While the vendor offers a selection of footwear options,



families are encouraged to purchase footwear from any retailer, as long as it meets the program's safety and dress requirements (i.e., steel-toed, non-slip, color-specific, etc.).

Students who are not in the required program uniform or PPE may not participate in hands-on lessons or enter shop areas. Not wearing the required uniform may negatively affect the work ethic grade.

For additional information, please use the QR code to view uniform requirements and purchasing options or visit <https://schools.theultimateimage.com/schools/category/GC-Tech-NASBOCES.html>

Program	Required Uniform and Equipment
Automotive Technology, Year 1 & 2	Black oil-resistant soled steel-toed shoes; OSHA-approved safety glasses. Navy blue work shirt and work pants with first name embroidered; AND/OR coveralls with first name embroidered.
Construction Electric, Year 1 & 2	Black tee shirt with first name embroidered; blue jeans with no rips or khaki work pants; steel-toed boots; OSHA-approved safety glasses.
Cosmetology, Year 1 & 2	Black scrub top with embroidery; black scrub pants; black non-slip closed-toe leather shoes.
HVAC, Year 1 & 2	Blue and gray "Redcap" work shirt with first name embroidery, work pants, AND/OR coveralls with embroidery; steel-toed work boots; OSHA-approved safety glasses.
Emergency Medical Technician, Year 1 & 2	Light blue EMT shirt with name embroidered; navy blue EMT pants; black work boots; black uniform belt; stethoscope; sphygmomanometer; diagnostic penlight; fingertip pulse oximeter; watch with second hand.
Esthetics, Year 1 & 2	Galaxy blue scrub top with embroidery; galaxy blue scrub bottom; black non-slip closed-toe leather shoes.
Medical Assisting, Year 1 & 2	Navy blue scrub top with name embroidered; navy blue scrub bottom; white non-slip shoes.
Medical Assisting, Year 2 Clinic Rotations	White lab coat with specialized embroidery; white scrub top with name embroidered; white scrub bottom; white non-slip shoes.

For SkillsUSA competitions, all students must have black dress pants, a white button-down Oxford-style dress shirt with collar, closed-toe black shoes, black socks and a black tie if competing.

Students must dress appropriately for school functions. Clothing may not be vulgar, obscene, discriminatory or libelous; denigrate others; promote alcohol, tobacco, cannabis, illegal drugs or illegal activity; or disrupt the educational process, including clothing considered gang-related by law enforcement. Students who violate the dress code may be required to cover, remove or replace the item and may be subject to disciplinary consequences.

For additional information, please use the QR code to view the Student Dress Code Board Policy or visit <https://v3.boardpolicyonline.com/b/nassau/s/225537>



STUDENT AUTOMOBILES AND PARKING

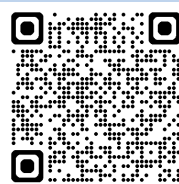
Students with valid Class D licenses may be eligible to drive to school and park on school grounds when they need access to a vehicle for after-school employment. Parking is limited and requires authorization from a parent/guardian and home school administrator. The authorization permits only the approved student driver to travel to and from Nassau BOCES or a school-related project/program. Passengers are not permitted.

- Students must park only in designated student parking areas.
- Off-campus parking is not permitted under any circumstance.
- Students may be required to attend driving safety meetings.
- Driving or parking inappropriately, arriving late or transporting passengers may result in suspension or revocation of parking privileges.

CODE OF CONDUCT SUMMARY

All students and families may access the complete Nassau BOCES Code of Conduct by visiting the Nassau BOCES website. This section summarizes the expectations most relevant to GC Tech students.

For additional information, please use the QR code to view the Student Conduct Board Policy or visit <https://v3.boardpolicyonline.com/b/nassau/s/225539>



STUDENT RIGHTS

- Participate in Nassau BOCES activities equally and without discrimination.
- Learn in a safe, supportive school environment without fear for

their well-being.

- Access school policies, regulations and rules and receive explanations from school personnel.
- Share their version of relevant events with authorized school personnel before disciplinary consequences are imposed.

STUDENT RESPONSIBILITIES

- Show respect for self, others and Nassau BOCES property.
- Immediately report unsafe conditions to a staff member.
- Tell an adult if they hear that someone may harm themselves, others or property.
- Know and follow Nassau BOCES policies, rules and regulations.
- Be in class on time and prepared to learn.
- Work to the best of their ability and strive for high achievement.
- Follow directions from staff.
- Develop skills to manage emotions, resolve conflict, ask questions, dress appropriately and be accountable.
- Represent Nassau BOCES positively.
- Report bullying, harassment or other concerning behavior.
- Cooperate with investigations of Code of Conduct violations.

BEHAVIORS THAT ARE NOT ALLOWED

Students may face disciplinary action, including suspension and/or referral to law enforcement, for conduct that endangers safety, well-being or the school learning environment. Prohibited behaviors include, but are not limited to:

- Bullying, harassment, discrimination, cyberbullying or hazing.
- Threatening, attempting or committing violence against another person.
- Possessing, displaying or threatening to use a weapon or item that appears to be a weapon.
- Damaging or destroying personal, school or Nassau BOCES property.
- Using vulgar, lewd, abusive or discriminatory language or gestures.
- Disrupting the instructional process or school community.
- Insubordination or failure to comply with lawful staff directions.
- Trespassing or unauthorized presence.
- Misuse of computers, electronic devices, digital communication or school technology.
- Theft or attempted theft.
- Defamation or false statements that harm the reputation of another person or group.
- Gang-related activity, symbols, recruitment, intimidation, posturing or graffiti.
- Unauthorized recording or sharing images/audio that violate privacy.
- Smoking, vaping, or using/possessing tobacco, cannabis, cannabinoid hemp, electronic nicotine delivery systems or related devices.
- Possessing, using, consuming, selling, distributing or being under

the influence of alcohol, cannabis, illegal substances, look-alike drugs, synthetic drugs, prescription drugs, or over-the-counter drugs without authorization.

- Gambling in person or online on school property, at school functions or on a school bus.
- False reports of fire or emergencies, misuse of 9-1-1, or misuse of fire extinguishers.
- Misconduct on a school bus.
- Off-campus conduct that substantially disrupts or is reasonably expected to disrupt the educational process.
- Academic misconduct, including plagiarism, cheating, hacking or altering records, using AI to facilitate misconduct or assisting another student in these actions.

Academic misconduct and related activities may result in grade adjustments and may affect certifications or licenses. Failure to follow classroom policies and procedures may also result in disciplinary action.

DISCIPLINE OF STUDENTS WITH DISABILITIES

GC Tech recognizes that students with disabilities have procedural safeguards when discipline is considered. GC Tech will collaborate with the component district to ensure that discipline is appropriate and consistent with applicable laws and regulations. If an administrator suspects that behavior may be a manifestation of a disability, the matter will be referred to the local district's Committee on Special Education.

GRADES AND ACADEMIC SUCCESS

Category	Weight	Examples
Skills	40%	Hands-on lab work, practical demonstrations, task/project completion, tool and equipment use, skills assessments.
Knowledge	30%	Vocabulary, safety tests, unit exams, written reflections or reports, industry content knowledge, classwork, weekly CFM lessons.
Work Ethic	30%	On time and ready, uniform, PPE and safety compliance, participation, effort, productivity, cleanup, shop maintenance.

Teachers update gradebooks weekly to support ongoing communication about student progress.

CAREER AND FINANCIAL MANAGEMENT

Students must take and pass Career and Financial Management (CFM) lessons and quarterly assessments. This is a program requirement. CFM scores are captured in both classwork and assessment components of a student's grade. Students who are attending Nassau Community College are eligible to receive 3 credits for ECO 110 Personal Finance if they:

1. successfully complete the CFM curriculum
2. receive a certificate of completion
3. receive an overall grade of 80% at GC Tech
4. graduate from high school with a minimum academic average of 75%

For further information about the CFM credits, please speak to: Mrs. Piarulli, Guidance Counselor. Phone: 516-604-4258 Email: spiarulli@nasboces.org.

ACADEMIC CREDIT IN CTE PROGRAMS

Some CTE programs may offer academic credit in areas such as ELA, mathematics, science or health, depending on the approved program of study. Academic credit must be reviewed and approved by the home school district in accordance with NYSED guidelines. Students should speak with their home school guidance counselor. Home school counselors may contact Mrs. Piarulli, the GC Tech guidance counselor, for additional information or documentation.

PULL-OUT PHYSICAL EDUCATION

Some students are scheduled for pull-out Physical Education to meet high school graduation requirements while attending GC Tech. Students are required to attend regularly and arrive on time. Students participating in work-based learning may attend WBL only on days that do not conflict with pull-out class schedules.

GC Tech field trips must be approved by the pull-out Physical Education teacher, CTE teacher, and guidance counselor. Only students in good academic and attendance standing may attend field trips. Students are responsible for completing assignments from both the CTE teacher and pull-out Physical Education teacher on time and to a satisfactory standard. It is possible to pass a CTE course and fail pull-out Physical Education.

MIDTERMS, FINALS AND FINAL GRADE

Assessment	Impact toward Final Grade Calculation
Midterm	10% of the final grade. The assessment is 60% skill and 40% knowledge.
Final / Industry Assessment	10% of the final grade. Students taking a technical endorsement exam will have that exam count as the final exam. The assessment is 60% skill and 40% knowledge.
Marking Period Grades	80% from the four marking periods, with each quarter counting as 20%.

MAKE-UP WORK

Students must complete missed assignments within the expected timeframes. Reduced credit may apply for make-up work, quizzes or exams resulting from unexcused absences.

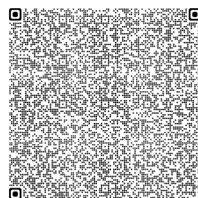
Teachers may provide alternative assignments if hands-on work cannot be replicated outside the classroom. Students with extenuating circumstances should work with the instructor and administration to develop a reasonable extension plan.

Students who are in jeopardy of failing may be removed from the program at the discretion of GC Tech or home school administration.

Missed Work	Timeframe
Classwork and assignments	Students have one school day for each day absent to make up work. If a student misses one day, they have one day to make it up; if they miss three days, they have three days to make up work. Work must be completed by the end of the marking period. Exceptions to this policy must be approved by administration in advance.
Quizzes and exams	Must be made up within three school days of the student's return. Students are responsible for coordinating with the teacher.
More than 10 consecutive absences	A meeting must be scheduled with the student's home school, RSIP administration, parent/guardian and teacher to develop a plan.

ACCESSING GRADES

Reports are posted online in SchoolTool and are not mailed home. The home high school also receives grades from Nassau BOCES and posts them on the student's high school report card. Students and parents/guardians may access grades through SchoolTool. SchoolTool accounts may not be active until mid-September. For assistance, email gtechattendance@nasboces.org.



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 log in into SchoolTool, go to the “Accounts” tab and change your password.

If you are experiencing any difficulties, please email gtechattendance@nasboces.org for assistance or to reset your email address. Please note: SchoolTool accounts may not be up and running until mid-September.

TECHNICAL ENDORSEMENT

Students enrolled in a NYSED-approved CTE program who successfully complete their program of study and all NYSED CTE requirements may be eligible to earn a technical endorsement on the high school diploma.

- Successfully complete the program of study.
- Pass a three-part technical assessment: written exam, performance exam and senior project/portfolio.
- Complete work-based learning experiences required by the approved program.

- Complete a work-skills employability profile.
- Complete home school graduation requirements.

MAINTAINING GOOD ACADEMIC STANDING

Students at risk of failing a marking period must meet with a member of the student support team. This intervention helps students reflect on performance, identify patterns or challenges, and set short-term and long-term goals.

Students who do not pass the first year of their program may not return to GC Tech and must arrange a full schedule at their home school. These students may also be ineligible for CTE and academic credits required for graduation.

RECOGNITION, ENRICHMENT AND STUDENT SUPPORT

STUDENT RECOGNITION

GC Tech recognizes students for academic achievement, skill development, leadership, service and contributions to the school community.

Recognition	Criteria / Description
National Technical Honor Society - CTE	Minimum cumulative average of 90 or higher; no more than 8 explained absences; positive CTE teacher recommendation; personal statement; documented community service; attendance at induction ceremony.
High Honor Roll	Overall average of 95% or higher and no disciplinary record. Eligible students are recognized at the GC Tech Certificate Ceremony.
Honor Roll	Overall average of 90% or higher and no disciplinary record. Eligible students are recognized at the GC Tech Certificate Ceremony.
Student of the Quarter	Selected by teachers for active participation, progress, attendance, assignment completion, positive attitude and interpersonal skills.
Core Value Quarterly Raffle	Students may receive entries when staff observe professionalism, perseverance, teamwork, respect and safety.
Outstanding Student	One student from each course or program is selected at the end of the year. Excessive absences may prevent eligibility.

Students may submit an appeal if they believe a calculation error occurred or if there are extenuating circumstances that should be considered before a final decision is made.

ENRICHMENT OPPORTUNITIES

Students are encouraged to participate in opportunities that build leadership, service, career readiness and school pride.

STUDENT AMBASSADORS

Nominated by teachers. Ambassadors support Orientation, Taste of Tech, visitor tours and outreach to schools and community organizations.

SKILLSUSA

A national student organization for CTE students. Members may participate as officers, compete locally and statewide, and become eligible for scholarships. Membership dues are required.

NO PLACE FOR HATE

A school climate initiative supporting a safe and inclusive learning environment.

SERVICE LEARNING

Students participate in service learning that connects community needs, academics and CTE coursework while building civic responsibility.

STUDENT SUPPORT TEAM

The GC Tech Student Support Team works with students and home schools to support academic, personal, social and career success. Supports available include:

- Checking in with students.
- Providing referrals to community supports and organizations.
- Conferencing with the home district and the parent/teacher/student as needed.
- Administering the Career Plan (interest and self-knowledge survey).
- Providing vocational and career counseling.
- Introducing new students to programs, resources and services.
- Supporting post-secondary planning.

DIGNITY FOR ALL STUDENTS ACT (DASA)

EVERYONE BELONGS AT GC TECH

GC Tech and Nassau BOCES are committed to a safe, supportive environment free from harassment, bullying, cyberbullying, intimidation and discrimination. If you experience or witness concerning behavior, tell a trusted adult, complete a DASA Incident Reporting Form, and contact a DASA Coordinator.

DASA reports may be returned to a school administrator or Dignity Act Coordinator. Reports are treated confidentially. Anonymous reports may limit the district's ability to respond. Complaints will be investigated promptly and thoroughly.

DASA Coordinators: Ms. O'Neill, Assistant Principal,
coneill1@nasboces.org; Ms. Ohriner, School Social Worker,
mohriner@nasboces.org.

PROGRAMS WITH STUDENTS WITH DISABILITIES

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

HEALTH SERVICES

Students who are hurt or ill should speak with their teacher and ask for a pass to the nurse's office. The school nurse provides emergency care for accidental or unexpected medical situations.

To take medication during the school day, students must have parent/guardian permission, doctor instructions, a copy of the prescription and

a completed Medication Permission Request form. Medication must be dropped off and picked up by a parent/guardian.

Nurse's Office: (516) 604-4218. Students may be released by the nurse or administration to a parent, guardian or home school representative with signature verification.

MINDFULNESS SPACE

The Tech Deck is a mindfulness space in the GC Tech guidance office for students who need a few minutes to calm down or feel overwhelmed. It is used by one student at a time with permission from the teacher and main office. Students are supervised and time limits are based on need and availability.

HELPLINES

Concern	Resource
Suicide / General Crisis	Long Island Crisis Counseling & Referral Center: (516) 679-1111
Runaways	Nassau Haven: (516) 221-1310
Domestic, Sexual, Human Trafficking	SAFE Hotline: (516) 542-0404
Drugs / Vaping	Alcohol/Drug Hotline and LICADD: (516) 747-2606
Child Abuse	New York State Hotline: (800) 635-1522
Health	Nassau County Department of Health Information and Referral Service: (516) 227-9697
Mental Health	Mental Health Association: (516) 504-4357
Youth Services	Nassau County Office of Youth: (516) 227-7134

Students may also speak with their home high school counselor, GC Tech school counselor, or GC Tech school psychologist for additional support or referrals.

PREPARING FOR THE FUTURE

CAREER DEVELOPMENT

GC Tech coursework supports future careers, technical training, college, military pathways and other post-secondary opportunities. Students participate in career development activities, including interest inventories and career planning, to help explore options and prepare for life after high school.

POST-SECONDARY EDUCATIONAL OPPORTUNITIES

NYSED-approved CTE programs maintain partnerships with post-secondary institutions. Opportunities may include advanced standing, articulation agreements and dual enrollment.

Pathway	Definition
Advanced Standing	Advanced standing may be awarded through recognition of GC Tech coursework as meeting prerequisite requirements, enabling students to progress into more advanced coursework without the award of academic credit.
Articulation Agreement	A pre-arranged agreement that may allow specific high school courses to be accepted for college credit or advanced placement at the participating institution.
Dual Enrollment	Students earn high school and college credit at the same time through college-level coursework. Fees may apply directly through the college.

Students must request that an official college transcript be sent directly to the college they will attend for credits to be applied. Students should consult the GC Tech website for the most current post-secondary agreements.

For additional information, please use the QR code to view the GC Tech Articulation Agreements or visit <https://gctech.nassauboces.org/college-career/articulation-agreements> or contact Mrs. Piarulli at spiarulli@nasboces.org 516-604-4258.



WORK-BASED LEARNING

Work-Based Learning provides authentic experiences that allow students to explore career goals, abilities and interests while applying academic and technical skills in real-world settings. Experiences are planned and supervised by instructional staff in collaboration with business, industry or community partners.

WBL ELIGIBILITY AT A GLANCE

Students must be recommended by their CTE teacher, complete all safety requirements, including OSHA when applicable, maintain a minimum CTE grade of 75%, not be on an attendance contract, and have zero disciplinary referrals resulting in out-of-school suspension.

Contact Mrs. Bast for more information at rbast@nasboces.org 516-604-4200.

Students under age 18 must submit working papers to the WBL Coordinator. Many WBL experiences require a government-issued photo ID.

During internships, students must submit timesheets according to the established timeline. Failure to submit timesheets may affect the work ethic grade and may result in termination of the work-based learning experience.

TYPES OF WORK-BASED LEARNING

Type	Description
Co-Op	Paid work experience in an approved CTE program related to the field of study. Agreements must be signed by the sponsor, parent, student, teacher and coordinator.
Internship / CEIP	Unpaid, supervised work-based learning experience for credit. A training plan is developed, and an agreement is signed by all required parties.

Clinic	Required clinical rotation for health career programs. Students must have a complete physical (urinalysis, bloodwork, titres, examination) with all vaccinations up to date within the year prior to clinic. Additional details are provided during the clinical expectation meeting in May of the junior year. Students who do not submit required health documentation cannot participate, complete the program, or take the certification examination and may be required to withdraw.
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Late submission of required clinic paperwork may negatively affect a student’s grade. If a student’s grade falls below 75, they may be temporarily removed from clinical rotations until the average is at least 75. Students must meet all uniform requirements and sign a clinical contract.

CERTIFICATION AND LICENSING OPPORTUNITIES

Many GC Tech programs provide opportunities for students to take certification and/or licensing exams. Students may need a government-issued photo ID and provide personally identifiable information to register or sit for these exams. Students should make arrangements to have a government-issued photo ID before exam registration. A school-issued ID is not sufficient to meet this requirement.

COMMUNITY CONNECTIONS AND REQUIRED NOTICES

ALUMNI

GC Tech encourages successful program completers to join the Alumni Network and stay connected to employment opportunities and school updates.

BUSINESS PARTNERSHIPS

GC Tech values industry partners who sponsor work-based learning, serve as advisors, evaluate programs, judge competitions, donate, speak in classrooms, host trips or shadow days and employ students. Recommendations for industry partners may be shared with the Work-Based Learning Office at (516) 604-4246.

SOCIAL MEDIA

GC Tech showcases student and staff work through social media. Students who do not wish to be featured must submit a Media Opt-Out Form to the main office.

Instagram: https://www.instagram.com/gctech_nasbores/

Facebook: <https://www.facebook.com/GCTechLPS/>

SITE-BASED TEAM

The site-based team addresses GC Tech issues and supports key organizational initiatives. Meetings include administrators, students, teachers, teacher aides and parents. Families interested in joining may contact the main office.

VISITORS

High school students who wish to visit GC Tech must arrange visits through their home school guidance departments. GC Tech students need teacher

and administrative approval before bringing visitors to class. Visitors are not permitted in classes without prior authorization from the home district. All visitors must stop at the security booth, sign in, show photo ID, receive and display a visitor pass, return the pass at the end of the visit and sign out. Only individuals with appointments will be allowed in the building. Appointments must be scheduled in advance.

MEDIA OPT-OUT

Throughout the school year, media groups and district communications staff may produce stories, videos and photographs about Nassau BOCES school activities and events. These may be posted online, aired on television or cable stations, or used in promotional materials. Parents/guardians who do not want their child photographed or videotaped for news media or school publicity purposes should complete a Media Opt-Out Form and return it to the main office.

PARENT BILL OF RIGHTS

Parents/guardians have the right to inspect and review the complete contents of their child's education record. More information is available on the Nassau BOCES Parent Bill of Rights webpage.

ASBESTOS MANAGEMENT PLAN

In accordance with AHERA, Nassau BOCES school buildings have been inspected for assumed or confirmed asbestos-containing building material. The asbestos management plan and related inspection, surveillance and response action clearance reports are maintained in each school office.

PESTICIDE NOTIFICATION

New York State Education Law section 409-H requires schools to inform staff, parents and guardians that pesticides may be used periodically during the school year. Nassau BOCES maintains a list of individuals who request 48-hour prior written notification of non-exempt pesticide applications. Contact the principal to be added to the list. Questions may be directed to the Nassau BOCES Safety Coordinator. Additional information is available from the National Pesticide Information Center at 1-800-858-7378 and the New York State Department of Health Center for Environmental Health Info Line at 1-800-458-1158.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

New York State requirements direct schools to inform staff, parents and guardians where to report child abuse and neglect. Reports may be made to the New York State Office of Children and Family Services at 1-800-342-3720; TDD/TTY: 1-800-638-5163; or video relay system 1-800-342-3720.

STUDENT DISCIPLINARY ACTION PLAN APPENDIX

All referrals result in parent/guardian notification and a Responsibility-Centered Discipline Coaching and Reflection Session. Second and third referrals are reported to the home school/sending district. In general, suspensions are mirrored by the home school.

RESPONSIBILITY-CENTERED DISCIPLINE

GC Tech uses a Responsibility-Centered Discipline approach that focuses on accountability, respect and personal growth. Students are expected to take responsibility for their actions and work collaboratively to resolve concerns and maintain a positive learning environment.

TIERED OVERVIEW

Tier	Examples	Potential Consequences
Tier 1: Minor Infractions	Lateness to class, ID/hats/hoods, uniform or PPE issues, sleeping in class, first cell phone infraction.	Work ethic impact, office reprimand, parent notification, counselor or administrator meeting, removal from class or nurse referral as appropriate.
Tier 2: Significant Infractions	Class cutting, misuse of hall pass, repeated cell phone infractions, insubordination, academic dishonesty, abusive language, driving violations, violation of clinical rules, violation of work-based learning agreement.	Possible suspension, loss of privileges, grade impact, parent/guardian and district notification, conferences, possible removal from GC Tech.
Tier 3: Serious Safety Violations	Leaving campus, vaping/smoking, unsafe or dangerous conduct, theft, vandalism, bullying, harassment, drugs/alcohol/weapons, fighting, gang activity, false alarms.	Suspension, police notification when applicable, counseling referral, parent/guardian conference, district notification and possible removal from GC Tech.

DISCIPLINARY MATRIX

Offense	First Referral	Second Referral	Third Referral
Lateness to class	Impact on work ethic grade	Impact on work ethic grade; guidance counselor meeting	Impact on work ethic grade; parent/guardian notification; guidance counselor and assistant principal meeting
Unexcused excessive lateness >15 minutes	Administrator/SST; parent notified; 0 work ethic for day	Administrator; parent notified; held until lecture complete; make-up notes before shop; 0 work ethic	Administrator; parent notified; 0 work ethic; ISS remainder of day
Sleeping in class	Nurse referral; work ethic impact	Nurse referral; work ethic impact	Nurse referral; work ethic impact; conference with family and district
Failure to remove hat/hood or display ID	Removed from class; office reprimand; work ethic impact	Removed from class; office reprimand; work ethic impact	1-day suspension; work ethic impact
Failure to change into uniform/PPE	Removed from class; office reprimand; work ethic impact	Removed from class; office reprimand; work ethic impact	1-day suspension; work ethic impact

Misuse of hall pass / cutting class	Office reprimand; work ethic impact	1-3 day suspension; work ethic impact	1-5 day suspension; work ethic impact
Failure to properly identify oneself	Office reprimand; parent/guardian and district notification	1-3 day suspension	1-5 day suspension; subject to removal from GC Tech
Electronic device / cell phone infraction	Office reprimand; work ethic impact; device confiscated until end of day; parent notified	Office reprimand; work ethic impact; device confiscated for parent/guardian pickup; district notified	Office reprimand; work ethic impact; device confiscated for parent pickup; district and parent/guardian conference
Insubordination / disruptive behavior	Office reprimand; work ethic impact	1-3 day suspension; work ethic impact	1-5 day suspension; work ethic impact; subject to removal from GC Tech
Academic dishonesty	Failure on exam; work ethic impact	Failure on exam; work ethic impact	1-day suspension; failure on exam; work ethic impact
Abusive language or 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	Office reprimand and subject to 1-week loss of driving privilege	1-2 week loss of driving privilege	Loss of parking permit privilege for remainder of year
Leaving campus without authorization	1-day suspension; parent/guardian and district notification	1-3 day suspension	1-5 day suspension; subject to removal from GC Tech

Serious Offense	First Referral	Second /Additional Referral
Violation of rules and/or expectations of WBL	1-3 day suspension; subject to removal from the placement; subject to removal from GC Tech	1-5 day suspension; subject to removal from the placement; subject to removal from GC Tech
Smoking/vaping/paraphernalia	1-5 day suspension; confiscation; parent/guardian and 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 and 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; subject to removal from GC Tech	1-5 day suspension; subject to removal from GC Tech
Bullying/cyberbullying	1-5 day suspension; counseling; parent/guardian conference; district notification	1-5 day suspension; parent/guardian conference; subject to removal from GC Tech

Harassment	1-5 day suspension; counseling; parent/guardian conference; district notification	1-5 day suspension; parent/guardian conference; subject to removal from GC Tech
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
Under the influence/suspicion of drugs 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	Office discretion if repeated or escalated
False alarms, bomb scares, fireworks, smoke bomb	5-day suspension; police notification; parent/guardian conference; district notification; subject to removal from GC Tech	Office discretion if repeated or escalated
Other	Office discretion of consequences as appropriate; parent notification; district notification	Office discretion of consequences as appropriate

GC Tech upholds suspensions and other disciplinary consequences from the home school. For example, if a student receives an out-of-school suspension in the home school, the student is also suspended from the GC Tech campus.

n a s s a u BOCES

2026-27 SCHOOL CALENDAR

September

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Holidays and Observances

Sept. 1-2	Superintendent's Conference Days
Sept. 3	First Day of School
Sept. 7	Labor Day
Sept. 21	Yom Kippur
Oct. 12	Columbus Day
Nov. 3	Superintendent's Conference Day
Nov. 11	Veterans Day
Nov. 26-27	Thanksgiving Recess
Dec. 24-Jan. 1	Holiday Recess
Jan. 18	Martin Luther King Jr. Day
Feb. 15-19	Winter Recess
March 25-26	Easter Recess
March 29	Superintendent's Conference Day
April 22-30	Spring Recess
May 28	Inclement Weather Make-up Day
May 31	Memorial Day
June 18	Juneteenth (observed)
June 25	Last Day of School, Nassau BOCES

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



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