

CV-TEC

Adult Student Handbook

2017-2018

“Come, Take a Tour!”
“Come, Take a Tour!”

At



Main Campus:

1585 Military Turnpike, P.O. Box 455, Plattsburgh, NY 12901 (518) 561-0100 x238

Plattsburgh Satellite Branch Campus:

518 Rugar Street, P.O. Box 455, Plattsburgh, NY 12901 (518) 561-0100 x 281

One WorkSource Campus:

194 U.S. Oval, Plattsburgh, NY 12903 (518) 561-0430 x 3088

Mineville Branch Campus:

3092 Plank Road, P.O. Box B, Mineville, NY 12956 (518) 942-6691

CVES Mission Statement

“Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.”

CVES Vision Statement

“We aspire to be a nationally recognized, premier provider of dynamic and innovative programs and services, serving as a catalyst for personal and regional economic growth.”

Core Beliefs

- *Students are our first priority.*
- *We value open and honest communication.*
- *We embrace collaboration and shared decision-making.*
- *We promote creativity and innovation.*
- *All students can learn and be successful.*
- *We all lead by example.*
- *We act with integrity, fostering respect for all.*
- *Students, family and community are valued partners for success.*
- *We ensure a safe, supportive learning and work environment.*
- *We all impact the educational process and are dedicated to perform at the highest possible levels. Teachers, administrators, parents, employers and our community share the responsibility for helping students learn.*

Public Non-Discrimination Notice:

Champlain Valley Educational Services does not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected status in its programs, activities, employment and admissions; and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to one of the following Civil Rights

Compliance Officers:

Mr. James McCartney III
518 Rugar Street
Plattsburgh, NY 12901
(518) 561-0100 X 243

Ms. Cathy Snow
OneWorkSource
Plattsburgh, NY 12903
(518) 561-0430 x 3079

Mr. Reggie McDonald
CVES– William A. Fritz
1585 Military Turnpike
Plattsburgh, NY 12901
(518) 561-0100 x 299

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7/7/17

WELCOME ADULT EDUCATION STUDENTS!



Welcome to CV-TEC!

Members of the CV-TEC administration, faculty, and staff are proud to share our facility, and to open our doors for your continued professional growth and development.

CV-TEC offers dozens of full time, part time, and adult education programs and courses. Thank you for choosing CV-TEC as your public Career and Technical Education (CTE) training center!

We sincerely hope that you find your classroom instruction to be relevant and meaningful, and your classroom instructors to be helpful and well informed.

If you should have any questions or should need assistance for any reason, please do not hesitate to contact your instructor, the adult education coordinator responsible for your program, or one of CV-TEC's principals.

Michele Friedman, Director CV-TEC
2017-2018

Introduction:

CV-TEC is a public career and technical education school dedicated to the education of high school juniors and seniors from 17 component districts and of adults residing in the North Country region.

Recognizing that a number of differences exist between the interests, maturity, and backgrounds of compulsory age students and adult education students, CV-TEC has established the following rules and regulations governing the admission and conduct of adults enrolled in its Career & Technical Education (CTE), High School Equivalency Diploma- HSED, Health Careers Education (HCE), and Workforce & Adult Education (WAE) programs. It also applies to all parents and other visitors when on Champlain Valley Educational Services (CVES) property or attending a CV-TEC function. Please refer to CV-TEC's Catalog for a more comprehensive overview of our policies and procedures. The copy of the Catalog may be obtained through one of the Campus offices or online at www.cves.org.

Adult Admission into Adult Education Programs and Courses:

Adults interested in enrolling in a CV-TEC course or program must adhere to the following admissions criteria:

Adult students interested in enrolling in a CV-TEC program must adhere to the following admissions criteria:

1. Adult students must contact CV-TEC to obtain copies of the application and/or registration forms for their desired programs. All applicants must complete an application form. Health and immunization forms must be completed by all Allied Health/CNA/EKG/Phlebotomy applicants. For all nationally accredited programs offered at CV-TEC, a background check must also be completed prior to admission. Specified health-related programs may also require a drug test. A list of current, nationally-accredited programs with their requirements can be found below.
2. Certain CV-TEC programs require applicants to meet established pre-requisites. Some programs require

applicants to take the “Test of Adult Basic Education” (TABE) or the “Test of Essential Academic Skills” (TEAS) assessment. Final admission into these programs will require applicant to obtain predetermined grade equivalent scores in Reading and in Mathematics. Applicants should refer to the program list below to identify those programs or courses that have prerequisites for admission;

3. Adults who are accepted for admission to a CV-TEC program must comply with agreed upon payment schedules in force at the time of admission. Courses of short duration require full-payment at the time of application/registration; students must make full payment prior to attending the first class session;
4. All students, regardless of sponsorship, must complete and sign the “Adult Student Tuition and Fees Payment Agreement” prior to acceptance;
5. Procedures for *Agency-Sponsored, Adult Students* (e.g., ACCES-VR, OWS, HSED, JCEO):
 - Adult (Adult) students seeking enrollment in a CV-TEC program through agency sponsorship (e.g., ACCES-VR, OneWorkSource [OWS], HSED, JCEO) must complete and sign copies of the Adult application and registration forms and receive documented agency approval prior to admission;
 - Agencies sponsoring Adult students must complete all written inter-agency sponsorship forms and confirm sponsorship of Adult students with CV-TEC;
 - Adults who have been admitted and who choose to disclose a disability may do so through their sponsoring agency or directly (by attaching a separate description of the disability to the program application/registration form). In accordance with CFR 504 and ADA Title II and Title III CV-TEC will make reasonable efforts to accommodate adult students’ disabilities;
 - As noted previously, completion of an online background screening through “Castlebranch” is required of all students enrolling in one of CV-TEC’s nationally accredited programs (<https://portal.castlebranch.com/BO97>). Sponsoring agencies that possess recent (within the past 6 months) comprehensive (national/state/local) background check documentation may request to have the documentation used in lieu of CV-TEC’s Castlebranch provider.
6. Procedures for *Self-Sponsored, Adult Students*:
 - Self-sponsored, Adult students must follow the steps outlined in 1-5 above;
 - Adult students seeking to pay for their programs through financial aid such as Title IV or Sallie Mae, must obtain written loan confirmation from the CV-TEC Financial Aid Office prior to final acceptance;
 - Self-sponsored, Adult applicants must submit application/registration materials in a timely manner, prior to applicable deadlines;
 - CNA, EKG, and Phlebotomy applicants are asked to make payment upon final confirmation of meeting all enrollment criteria (i.e., assessment scores; application form; physical and immunization confirmation forms; background check, drug test, and transcripts);
7. Effective, July 2015, **Background Check through Castlebranch**: CV-TEC program applicants enrolling in nationally accredited programs must complete an online background check through “<https://www.castlebranch.com>” for enrollment in one of CV-TEC’s nationally accredited programs*. Applicable programs, procedures and costs related to the completion of this requirement are outlined below;
8. Required Background Checks and Drug Test Screenings Prior to Admission:
 - Reviews of criminal histories will be performed on a case-by-case basis. If the student’s background check reveals adverse information, CV-TEC will meet with the student to discuss the findings in order to acquire any additional relevant information. Adverse findings may lead to withdrawal of an offer for admission or to the dismissal from a program;
 - In keeping with New York Correction Law Article 23-A, when considering background checks containing adverse information, CV-TEC will consider and balance a number of factors before making a final determination;
 - To protect the health, safety and welfare of all students, staff and property, CV-TEC reserves the right to deny or restrict admission to any adult applicant;

- Any adult who knowingly provides false or misleading information on any of CV-TEC’s applications or registration forms--or who omits information that might preclude him or her from participation in any of CV-TEC’s programs— loses eligibility to participate in said programs;
9. Procedure for Obtaining Background and/or Drug Test
 - Obtain application packet from CV-TEC Main Campus;
 - The application or acceptance packet will include a “Profile Sheet” related to your specific program of interest;
 - Using your profile sheet, click on “Place an Order,” navigating to https://www.castlebranch.com/online_submission/package_code.php;
 - Enter the specific code provided on the profile sheet;
 - If you are a health careers applicant (i.e., Allied Health, LPN, CNA, EKG, Phlebotomy), you are also required to complete a drug screening application online through <https://www.castlebranch.com>. Upon completion of the CastleBranch profile information for the background check, Health Careers applicants will be required to report to a local testing facility designated by CastleBranch. Plattsburgh area applicants will be directed to Industrial Med Testing, located at 220 Tom Miller Rd, Plattsburgh, NY 12901 for a drug test. Approved testing facilities will automatically report results to Castle-Branch;
 - The results of your screenings should be available within 5 business days; the screening fee for a background check is \$105 and can be paid through the following ways: Major Credit Card (An additional 3 monthly payment option exists with credit cards); E-check; Money order.
 - The drug screening fee is \$40 and may be paid through any of the aforementioned online options;
 - Certain sponsoring agencies may be able to fund these screening fees. Please check with your sponsoring agency for eligibility.
 10. Confidentiality: The background and drug screening process is confidential. All applicants’ background information will be used for admissions purposes only.
 11. Benefit of CastleBranch background check to applicant: All applicants receive a copy of their individual background check. Applicants may use these checks for employment related purposes such as inclusion in a professional portfolio.
 12. Questions regarding the background check process may be answered by calling CastleBranch Customer Service at (888) 723-4263 or customerservice@castlebranch.com.

Adult Student Guidelines:

1. Code of Conduct (Policy # 5300)

All students are required to follow the CVES Code of Conduct at all times.

Champlain Valley Educational Services (CVES) strives to sustain and enhance the capacity of component school districts to carry out their roles as the chief instrument in the education of the children, youth, and adults in their communities. CVES is committed to providing a safe and orderly educational environment where students receive and CVES personnel deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, parents, volunteers, vendors, contractors, CVES staff, component district personnel, and other visitors is essential to achieving this goal.

CVES has a long-standing set of expectations for conduct on CVES property and at CVES functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

CVES has adopted and has implemented Therapeutic Crisis Intervention for Schools (TCIS). The TCIS system assists public and private schools in preventing crises from occurring, in de-escalating potential crises, in managing disruptive and acute physical behavior, in reducing potential and actual injury to staff and students, in teaching students adaptive coping skills, and in developing a learning organization. This model gives schools a framework for implementing a crisis prevention and management system that reduces the need to rely on high-risk interventions (Holden, J.J; Holden, J.C., 2013).

CVES aspires to:

- Foster an environment of mutual trust and respect;
- Raise people's knowledge, skill and opportunity;
- Inspire students, staff and communities to pursue equity and excellence and to lead by example.

The Board recognizes the need to define clearly these expectations for acceptable conduct on CVES property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. CVES Code of Conduct has been developed and will be maintained in collaboration with student, teacher, administrator, parents, CVES safety personnel and other representation.

Further, the Code of Conduct has been written to comply with Project SAVE legislation– the Safe Schools Against Violence in Education Act and the Dignity for All Students Act (DASA). This law seeks to improve school safety and ensure a safe and effective learning environment.

Unless otherwise indicated, this Code applies to all students, CVES personnel, parents, persons in parental relation, volunteers, vendors, contractors and other visitors when on CVES property or attending a CVES function. Adult students enrolled in adult education programs should consult their individual program handbook and student handbook for specific disciplinary procedures. CVES programs or services provided in component district/"host building" locations, unless otherwise authorized, shall comply with the Code of Conduct prescribed by that building/district. Students who attend any CVES program, regardless of that program's location, should be aware that their conduct will be subject not only to CVES' Code of Conduct and the applicable component district's/"host district's" Code of Conduct, but may also be governed by additional provisions of the Code of Conduct in place in the student's home district of residence.

CVES' Code of Conduct and related policies are frequently updated to meet the needs of all parties. A complete copy of the most current version is available online and upon request through the Student Services Office.

2. Grading System:

CV-TEC strives to continually align its assessment system to reflect the standards and expectations established by the NYSED, by the Council on Occupational Education (COE), by professional CTE-related associations (e.g., ACTEA, Skills USA, Tech Centers That Work, Model Schools), by business and industry, by 21st Century Skills, and by the National Work Readiness initiative.

CV-TEC provides quarterly, numerical grades for all program participants. For all 600 hour programs and higher, students are additionally assessed on 21st century skills on a 4-point scale. Scores reported for 21st Century Skills are intended to provide helpful information to prospective employers relative to students' communication, interpersonal, decision-making, and lifelong learning skills. 21st Century Skills will be recorded on students' report cards quarterly and summarized annually.

For all 600 hour programs and higher, numerical scores for student **Engagement** and for **Technical Knowledge and Skills** will be assigned on a quarterly basis. Engagement and Technical Knowledge and Skills will each receive weighting toward a student's quarterly average. Students' "Job Target" proficiency will be graded on a 4-point scale or for specified programs (e.g., Aviation Tech, Post-Graduate Study– Years II and III), assigned a numerical grade.

Combined **Engagement** and **Technical Knowledge and Skills** result in a **Career and Technical Education (CTE) Score**.

CTE Job Target competencies will be evaluated during the 4th quarter annually.

As part of a Technical Reading and Writing (TRW) requirement, and in order to graduate, all students completing 600 hour and higher courses must complete a student portfolio prior to the end of their final quarter.

Courses of short duration (i.e., CDL, CNA, EKG, Phlebotomy) evaluate students on a Pass/Fail basis. Program completers with passing grades become eligible to take entry-level assessments leading to NYS or professional licensure.

The LPN Program evaluates students with a combination of quarterly numeric grades as well as performance based criteria.

3. Tuition:

CV-TEC's September– June program tuition rate is established annually and after approval by the Champlain Valley Educational Services Board of Education. Continuing Education course and seminar costs are based on course length and other financial considerations. Additional program and course costs may apply based on applicable fees, supply lists, textbooks, uniforms, and certification examinations.

All CV-TEC tuition and fees must be paid in accordance with applicable CV-TEC policies and procedures (see "CV-TEC Adult Education Payment/Refund and Withdrawal Policy"). With the exception of agency sponsorship and pending financial aid awards, all self-sponsored adults must pay their tuition and fees prior to their first class.

CV-TEC discloses required and recommended supply and textbook information to prospective students. To the maximum extent practical, CV-TEC discloses supply and textbook identification information and an estimated retail price based on program of enrollment. Programs that require students to purchase textbooks and/or supplies provide them with the necessary purchasing information. Some programs re-sell texts while others have found it more cost effective for the students to purchase textbooks online or through other means.

CV-TEC does not have a college book store, but makes local and online purchasing options known to students (e.g., Amazon.com). CV-TEC's course catalogue notifies students that supplies and/or textbooks may be required by specific programs.

CV-TEC currently offers a variety of payment options, including: Cash; Visa, Master Card; Check or Money Order; Sallie Mae School Loan; Agency sponsorship (e.g., ACCES-VR, OWS, Veteran's Benefits); EPE Funding (HSED); Grants/Scholarships (e.g., TANF).

Please refer to individual course descriptions for more information. Questions pertaining to Program costs can be addressed to the CV-TEC Student Services Office at 561-0100 x240, or the Mineville

Campus at 942-6691. Additional program-related information can also be found on CV-TEC's website at www.cves.org.

4. Dress Code:

All students enrolled in CV-TEC programs or courses are required to follow the Dress Code as outlined in the CVES Code of Conduct.

The responsibility for the dress and appearance of students shall rest with individual students and with parents. They have the right to determine how the student shall dress, provided that such attire is not destructive to CVES property, complies with requirements for health and safety, does not interfere with or distract from the educational process, or infringe upon the rights of others. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the CVES administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts and tee shirts, they may not prescribe a specific brand which students must buy. Uniforms or other safety equipment/attire may be required for specific programs.

A student's dress, grooming and appearance, including but not limited to hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational program;
2. Refrain from wearing brief and/or see-through garments;
3. ensure that undergarments are not exposed and are completely covered with outer clothing;
4. Include footwear at all times; footwear that is a safety hazard will not be allowed;
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of a person's race, gender (including identity and expression), ethnicity, religion, age, political affiliation, sexual orientation, national origin, color, weight, religious practice, sex, or disability;
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities;
7. Not display or wear anything signifying gang affiliation.

Each school administrator or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Additional details about dress code may be addressed in building student handbooks.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with the acceptable item. Any student who repeatedly fails to comply with the dress code may be subject to further discipline, up to and including out of school suspension.

Teachers and all other CVES personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

5. Conduct That Endangers the Safety, Morals, Health or Welfare of Others:

In accordance with CVES Code of Conduct, students must refrain from Engaging in Disorderly Conduct, from Engaging in Conduct that is Insubordinate or Disruptive, Conduct that is Violent, and

Conduct that Endangers the Safety, Morals, Health or Welfare of Others. Examples of such conduct are provided in CVES' Code of Conduct. Examples of the latter include:

1. Lying, deceiving or giving false information to school personnel;
2. Stealing CVES property or the property of other students, school personnel or any other individual lawfully on school property or while attending a school function;
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, internet, YouTube, etc.);
4. Discrimination, which includes the use of race, gender (identity and expression), ethnicity, religion, age, political affiliation, sexual orientation, national origin, color, weight, religious practice, sex, or disability as a basis for treating another in a negative manner;
5. Harassment or bullying, as defined in this code of conduct or violation of the Dignity for All Students Act (DASA).
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.;
7. "Cyberbullying, as defined by this code of conduct or the Dignity for All Students Act (DASA). Such acts include for example use of texts, emails, or social media to harass or bully students.
8. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature;
9. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed;
10. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any CVES or school sponsored activity, organization, club or team;
11. Possessing, using, viewing, selling or distributing obscene material;
12. Possessing, consuming, selling, attempting to sell, purchasing, attempting to purchase, distributing or exchanging alcoholic beverages, tobacco, tobacco products, electronic cigarettes, vaping & vaping devices, illegal substances, or being under the influence of any of these. "Illegal substances" include, but are not limited to: inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alike drugs, and any substances commonly referred to as "designer drugs";
13. Possessing, selling, attempting to sell, purchasing, attempting to purchase, distributing or exchanging drug paraphernalia;
14. Use of products in a manner other than intended by the manufacturer;
15. Inappropriately possessing (look at board policy to see if there is a limitation), using, sharing, selling, attempting to sell, purchasing, attempting to purchase, distributing or exchanging prescription and over-the-counter drugs;
16. Possessing, consuming, selling, attempting to sell, purchasing, attempting to purchase, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without medical authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.;
17. Gambling and gaming, including online activities;
18. Inappropriate touching and/or indecent exposure;
19. Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or tampering with emergency devices;
20. Violating privacy when using school restroom facilities.
21. Creating or enabling a hostile learning/work environment.
22. Violating the Student- Driver or Passenger Procedures.

Copies of the Acceptable Use Policy (AUP), Code of Conduct, Adult Student Participation Agreement, and Adult Student Handbook can be obtained online and/or through CV-TEC's Main, Satellite, and Mineville campuses.

6. School Emergencies/Drills:

In the event of an emergency closing, the Emergency Coordinator, working in collaboration with Building Administrators, the Supervisor of Buildings and Grounds, and/or the Public Information Officer, will determine the appropriate response. Information will be provided to students and to the community through a variety of means, including, the EMA telephone reporting system, and to local news and media outlets.

7. Individuals to Notify in the Event of an Emergency

Emergency or security-related information should be provided immediately to any of the following individuals for appropriate action:

- CV-TEC Main Campus
 - ✓ Principal or Main Office Staff: 518-561-0100 x 238
 - ✓ Counselors Telephone: 518-561-0100 x 242
 - ✓ Nurse (Speed Dial “111”)
 - ✓ Outside Assistance: (Speed Dial) “911” (After 3:00 pm)
 - ✓ State Police: (Speed Dial) “804 (563-3761); Fire/Emergency (Speed Dial) “805”; Poison Control (Speed Dial) “806.”
- CV-TEC Satellite Branch Campus: 518-561-0100 x 243; NYS Police (563-3761); Fire/Emergency (911)
- CV-TEC Mineville Branch Campus: 518-942-6691 x 100; NYS Police (546-7611); Fire/Emergency (911)
- CV-TEC OWS Campus: 518-561-0430 x 3079; NYS Police (563-3761); Fire/Emergency (911)
- CVES Health Safety Risk Management Coordinator / Telephone: 518-561-0100 x 358

General Rules To Be Observed During an Emergency/Drill:

- At the sound of an alarm/emergency, all work in the class must stop.
- Students are to follow the instructions of school or emergency personnel.
- During emergency situations or drills, students are to conduct themselves in a calm and responsible manner.

8. School Closings:

In the event that CV-TEC is closed during the regular school day, all evening classes scheduled for that day will be cancelled. Notice of cancellation can be obtained by calling CV-TEC’s office (561-0100 x 238), or by listening to 1340 AM, 95.5 FM, or 98.9 FM.

9. Smoking Policy:

Effective July 24, 2003, the amended New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking in virtually all workplaces. In accordance with this law, and in accordance with CV-TEC’s status as a drug-free school, CV-TEC does not permit the use of tobacco or tobacco products in its buildings or on its grounds.

10. Arrival/Departure:

Students are expected to arrive just prior to class, and are required to report directly to their assigned rooms. Departures are to occur immediately following the completion of class and/or related activities, and require all adult students to leave CV-TEC's facility and grounds.

Loitering in the building could result in the termination (without refund) of your participation in your program. These strict guidelines are in effect to protect students, faculty, and the CV-TEC facility.

11. Attendance & Tardiness

CV-TEC's attendance procedures apply to all traditional instructor-led courses. Regular class attendance is essential to maintain satisfactory academic progress when enrolled in classes/programs offered by CV-TEC. Therefore, absences must be kept to a minimum. While stressing regular attendance, CV-TEC simultaneously desires to allow students to develop a real sense of personal responsibility toward their studies. Expectations include:

1. Each student is expected to attend class regularly.
2. Certain CV-TEC programs require mandatory attendance rates based on additional state/national/professional certification/licensure standards (e.g., Aviation Tech; Cosmetology, LPN).
3. Student attendance will be recorded daily. In addition, instructors will notify the Principal of tardies and early departures and these will be recorded in the class register.
4. Students who miss 5 days of instruction during a school year will be issued a 5-day Attendance Notice by the instructor. Students who miss 10 days of instruction will be issued a 10-day Attendance Notice and will be asked to attend a meeting with the instructor. Students who miss 15 days of instruction will be issued a 15-day Attendance Notice and will be asked to attend a counseling meeting with the instructor and the principal. Attendance rate requirements and consequences for low attendance may vary in accordance with established state/national/professional certification/licensure requirements (e.g., Aviation Tech; Cosmetology, LPN).
5. If the student continues to miss days beyond the 15 day notification and counseling period, the instructor will notify the Principal. Absences that exceed 20% of the total program length will result in consequences that may include program dismissal. Tardy students or students leaving early interrupt the beginning of a training event. If a student enters the class after the faculty member has started the class, the student shall be recorded as being tardy. If the student leaves class before the end of the class day, that student will be recorded as leaving early. Minutes missed by arriving late or leaving early will be calculated in the cumulative attendance percentage. As stated previously, attendance rate requirements and consequences for low attendance may vary in accordance with established state/national/professional certification/licensure requirements (e.g., Aviation Tech; Cosmetology, LPN).
6. No absence shall excuse a student from an announced test, quiz, or other assigned activity. Make-up of any test or missed work is at the discretion of the faculty member. However, the make-up work must be completed within a given marking period (10 weeks) of the missed class/exam and it must be documented through attendance roster for that training day(s).

12. Lost and Found:

CV-TEC is not responsible for the loss or damage of personal property. If you misplace a personal possession, please check with your instructor, or call the Campus Main or Branch Office to verify if it has been turned in.

13. Theft:

Any incident of theft or destruction of property will be investigated by CV-TEC and/or by the police. Violators may be subject to prosecution and restitution.

14. Parking:

Parking space is available for students at each of the CV-TEC Campus locations. CVES assumes no liability for vehicles parked in its lots prior to, during, or subsequent to any of its program offerings.

Any student driving a motorized vehicle on CVES' property is subject to all applicable traffic and parking regulations.

All daytime adult students must obtain a valid parking permit prior to using the student lots. Instructions for obtaining a parking permit may be obtained through the office secretary located at the CV-TEC campus of enrollment.

15. Eating/Drinking:

In the interest of pest control and building maintenance, CV-TEC requires that faculty, staff and students refrain from eating in non-designated spaces.

16. Acceptable Use Policy: (Policy # 9010)

CV-TEC is pleased to provide students with access to technology. With this access comes a responsibility to use the technology in a responsible and productive manner.

During the registration phase of a student's enrollment, adult students will be will be required to sign a CVES Acceptable Use Policy (AUP) form and Media Release Form acknowledging that they have read these policies. These forms must be signed by each student and must be renewed on an annual basis or upon revision of the policy.

Access to technology resources will be denied without a signed AUP Signature Form or guest account agreement.

At the time of this writing, CVES' FERPA policy is in the process of board revision and approval. A copy of the most current version is available on CVES' website or upon request at the Student Services Office. Copies of the Acceptable Use Policy (AUP), Code of Conduct, Adult Student Participation Agreement, and Adult Student Handbook can be obtained through CV-TEC's Main, and Branch campuses.

17. Course Completion/Certification:

Secondary and Adult students enrolled in CV-TEC's programs must complete all academic, clinical, and/or laboratory requirements in order to be eligible for a graduation certificate or certificate of completion.

In addition to these requirements, students are required to complete a professional portfolio for all 600 hour programs and higher in order to graduate. A portfolio scoring rubric may be obtained through the academic services office at any campus location.

Adult students who complete a September—June program (i.e., 600 hours or longer) will be awarded a graduation certificates: CV-TEC Certificate of Completion: Completers must fulfill all CV-TEC Technical, academic, and attendance requirements. They must also complete a portfolio.

In addition to the Certificate, graduates may also earn one or more of the following:

- CV-TEC Honors (Achieve a final program average of 90% or above)
- NYS Education Department CTE Regents Technical Endorsement (Secondary Students Only) (Successful completion of the designated national technical assessment in program)
- National Work Readiness Credential (NWRC) (Pass a national work readiness credential assessment during final year of study)

Students completing other CV-TEC Programs (e.g., CDL, LPN, CNA, EKG, Phlebotomy) at a passing level or higher will receive a Certificate of Completion in recognition of the work accomplished.

Graduation certificates are awarded during a ceremony held each June.

18. Student Grievance Policy and Procedures (Policy # 9012 and 9012-R) (Revised 2/8/17) **Grievance Procedure for Anti-Harassment and Anti-Discrimination**

DISCRIMINATION/SEXUAL HARASSMENT

It is the policy of Clinton-Essex-Warren-Washington BOCES (BOCES) that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex, sexual orientation, or gender identity which encompasses freedom from sexual harassment. The BOCES strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the BOCES must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the BOCES prohibits the following:

- Unwelcome sexual advances;
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;
- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
- Any verbal or physical conduct of a sexual nature or regarding orientation or that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
- Any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- Any verbal or physical conduct regarding gender or sexual orientation that has the purpose of creating a hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off color language or jokes, innuendos, and displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the BOCES may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The BOCES will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The BOCES will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the BOCES in the investigation of a complaint.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy (#5010).

ANTI-DISCRIMINATION POLICY (Policy # 5010)

BOCES does not discriminate in employment or in the education programs and activities or in access of students to vocational instruction opportunities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, predisposing genetic characteristic, or domestic violence victim status in violation of Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title IV; 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title II of the ADA [known as the Americans with Disabilities Act] 1990; New York State Human Rights Law; The Boy Scouts of America Equal Access Act of 2001; The Genetic Information Non-Discrimination Act of 2008 (GINA).

Grievance Procedure

Section 1

If any person believes that BOCES or any of BOCES' staff has failed to apply or has inadequately applied the principles or regulations of any of the aforementioned Civil Rights laws that person may bring forward a complaint, which shall be referred to as a grievance, to BOCES' Civil Rights compliance officers.

Section 2

Step (a):

The complainant may discuss the grievance informally with the compliance officer, or may file a written complaint with the compliance officer. The compliance officer or designee will then investigate the substance of the complaint in a prompt and equitable, thorough and impartial manner. The compliance officer will reply to each complainant in writing within seven days of the initiation of the complaint, though the full investigation may take longer. Each complainant and respondent will be provided with a written copy of the findings within 60 days of the filing of the complaint, unless exceptional circumstances require additional time.

Step (b):

If any complainant or respondent (party) wishes to appeal the decision of the compliance officer, the party may submit a signed statement of appeal to the District Superintendent within seven days after receipt of the compliance officer's findings. The District

Superintendent shall meet with the party and any representative and make such other inquiries which the District Superintendent deems appropriate. Thereafter, the District Superintendent shall set forth a conclusion and respond in writing to all parties within 14 days, unless exceptional circumstances require additional time.

Step (c):

If a party is not satisfied with the conclusion of the District Superintendent, the party may appeal through a signed, written statement to the BOCES' Board within seven days of receipt of the District Superintendent's response in Step (b). In an attempt to resolve the grievance, the BOCES' Board shall meet with the party and any representative within 30 days of receipt of such an appeal. The BOCES' Board's written disposition of the appeal shall be sent to all parties within ten days of this decision, unless exceptional circumstances require additional time.

Step (d):

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to:
Office for Civil Rights,

U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800 Facsimile: (646) 428-3843 Email: OCR.NewYork@ed.gov

Section 3

The compliance officer, on request, will provide a copy of the BOCES' grievance procedure to any employee or student of BOCES. It is also on the BOCES website.

A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the BOCES' compliance officer.

When used in this policy *days* shall mean BOCES business days. The words *person* and *complainant* shall include an employee as well as a student of BOCES. Inquiries concerning the anti-discriminatory policy may be made to:

Director, Office for Civil Rights,
U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500

19. Reporting Complaints/Grievances to COE

According to CV-TEC's Accrediting Agency, the Council on Occupational Education (COE), CV-TEC must provide for a means of reporting unresolved complaints/grievances to COE. A complaint may be defined as any formal notification provided to the Commission alleging violations of the standards, criteria, conditions, policies, and/or procedures of the Commission. A complaint may be brought against an institution by one or more parties, including students, instructors, administrators, state or federal agencies, employers, vendors, another institution, or others. A complaint may also take the form of a

lien, lawsuit, disciplinary action, negative action by another accrediting body or a regulatory agency or board, or a decision of a criminal or civil court. Complaints that do not relate to the Commission's standards, criteria, conditions, policies, and/or procedures are referred to the appropriate federal or state agency.

Those who wish to bring an unresolved grievance or complaint to the attention of the Council may do so by contacting:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

Phone: 800-917-2081
Web: www.council.org

20. Room Usage (Evening Programs):

Adult students are assigned to specific rooms within CV-TEC. Students are authorized to use only those areas assigned to them at the time of registration (i.e., their classroom, the hallway leading to their classroom, the public telephone, and the closest restroom facilities). For safety and security reasons access to other wings, classrooms, and to the Special Education Wing of CVES is restricted. In addition to these general guidelines, students are asked to observe the following:

- a) Align tables and chairs as they were found prior to class;
- b) Throw all waste in the trash can;
- c) Return all tools, materials, and equipment to their designated places;
- d) Do not remove any tools or equipment from the classroom without specific authorization from the instructor.

Following these policies and guidelines will help our maintenance staff better manage our rooms prior to the start of the next day's classes.

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21. Adult Student Orientation

Prior to the start of an academic year, CV-TEC's Office of Student Personnel Services provides all adults with a general student orientation.

The orientation is preceded by a written letter of acceptance containing helpful information and documents which require students' signature.

Orientation topics include, but are not limited to:

- Admission Procedures
- Adult Placement with High School Students
- Adult Student Handbook
- Asbestos Inspection
- Attendance Policy
- Bell Schedule
- Books and Supplies
- Bomb Threat Evacuation Procedures
- Breaks
- Bullying and Harassment Policy
- School Calendar & Snow Days
- Chain of Command
- Certificates
- Cell Phones and Pager Use
- Signing Out
- Cleanliness of Buildings, Restrooms, Grounds
- Code of Conduct
- Program Descriptions
- Crime Awareness and Personal Safety
- Diplomas
- Dress Code
- Driving and Parking Regulations
- Drug Free Policy
- Emergency Closings
- Emergency Procedures & Drills
- Faculty and Staff List
- Field Trips
- Family Rights and Privacy Act
- Financial Aid
- First Aid Policy
- Food Service & Lunch
- Grading System and Course Work Requirements
- Grievance Procedure
- Hazardous Communications Plan
- Inclement Weather Schedule
- Internet Use Policy
- Insurance
- Job Placement Services
- Late Arrival & Early Release
- Lost and Found
- Makeup Work
- Media Services & Media Release
- Medical Records
- Medications
- Pagers & Cell Phones
- Parking
- Placement Services
- Program Changes
- Program Offerings
- Respirator Policy
- Refund Policy
- Shop/Classroom Safety
- Smoking Policy/Use of Tobacco
- Student Follow Up
- Student Organizations
- Student Personnel Services
- Students with Disabilities (Including ACCES-VR)
- Suspension and Dismissal of Students
- Technical Reading & Writing (TRW)
- Telephone
- Textbooks
- Title VI, Title VII, Title IX, Section 504, and ADA
- Tuition and Fees
- Visitors
- Weapons on Campus
- Withdrawal Procedure
- Work Based Learning
- Work Orders

CV-TEC Adult Education Participation Agreement

I, the undersigned, have read **CV-TEC Adult Student Handbook**, inclusive of the CVES Code of Conduct and agree to abide by the provisions set forth therein:

Dated

[Signature of Participant]



Public Non-Discrimination Notice:

Champlain Valley Educational Services does not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected status in its programs, activities, employment and admissions; and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to one of the following Civil Rights

Compliance Officers:

Mr. James McCartney III
518 Rugar Street
Plattsburgh, NY 12901
(518) 561-0100 X 243

Ms. Cathy Snow
OneWorkSource
Plattsburgh, NY 12903
(518) 561-0430 x 3079

Mr. Reggie McDonald
CVES- William A. Fritz
1585 Military Turnpike
Plattsburgh, NY 12901
(518) 561-0100 x 299

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