Welcome!

CV-TEC is proud to welcome you as a new faculty/staff member! Through the energy and commitment of new colleagues, we can continue to provide our secondary and post-secondary students with a high quality Career and Technical Education (CTE).

As a new faculty/staff member, you will have a number of resources available to you in order to assist you with the transition required by your new assignment. These resources include this document, the Faculty Handbook, the information packet provided by our Human Resources Office and numerous personnel whom you will find eager to assist you as you familiarize yourself with CV-TEC!

What better place to start than to familiar you with our Mission and Vision Statements, our Core Beliefs, and a brief history of our organization. These include,

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.”

CVES’ 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.

CV-TEC History

In 1948, the New York State Legislature, along with the State Education Department, concluded that establishing an entity where school districts could share services that they individually offered would be more efficient and cost effective for the entire state of New York. As a result, legislation was passed that created cooperative boards of education, otherwise known as BOCES.

BOCES assists districts by offering career and technical education and special education services to their students, along with providing professional development for faculty and staff. BOCES also offers adult education courses to help residents and employers meet their goals. Communities, schools, businesses, and industries all benefit by the services a BOCES provides.
In 1949, the Clinton-Essex-Warren-Washington Board of Cooperative Education Services, now referred to as Champlain Valley Educational Services (CVES) was formed to help improve both the equity and cost effectiveness of educational service in the North Country. CVES had two campuses, one located in Plattsburgh and the other in Mineville. CVES is dedicated to providing the programs and services that open pathways to success for students, adults and school districts by encouraging shared programming. In doing so, CVES enables all of its component school districts to offer students learning opportunities that otherwise may not be affordable. Shared CVES services also increase the capacity of our region to serve the special needs of students and communities, and provide equity of access for small, medium and large school districts. CVES provides regional solutions for common educational problems in a cost-effective manner while maintaining high-quality standards. CVES programs and services are constantly evolving in order to offer support and training to address emerging issues, new requirements and technologies.

CVES serves 17 school districts and communities that encompass 2,400 square miles. They are:

- AuSable Valley Central
- Beekmantown Central
- Chazy Central
- Crown Point Central
- Elizabethtown-Lewis Central
- Keene Central
- Moriah Central
- Northeastern Clinton Central
- Northern Adirondack Central
- Peru Central
- Plattsburgh City
- Putnam Central
- Saranac Central
- Schroon Lake Central
- Ticonderoga Central
- Westport Central
- Willsboro Central

CVES prides itself on providing high-quality, yet cost-effective resources. Every year, adults take CVES courses to train for new jobs, pursue their interests and hobbies, and to simply enrich their lives. The partnerships with business, higher education and agencies create a positive momentum and benefit every resident in the area. CVES is proud to provide many and varied educational opportunities to our schools and communities through three program divisions: Occupational Education, Instructional Services and Special Education.

In February 2012, CV-TEC applied for, and in June 2014, achieved, National Accreditation through the Council on Occupational Education (COE).
New Faculty/Staff Orientation Checksheet

Human Resources Information Packet

☐ Complete all required new employee information and submit to Human Resources (Denise Noonan, 536-7340 x 227)
☐ Complete all required insurance information (Jessie Moulton, x 213)
☐ Complete all required payroll information (Brenda Proulx, x 223)

Online Faculty Handbook (hub.cves.org)

☐ 1. INTRODUCTION –
  ✓ 1.1 Component Districts/Board of Education Members & Meeting Dates
  ✓ 1.2 CV-TEC Programs
  ✓ 1.3 CV-TEC Staff Listing
  ✓ 1.5 Shared Decision Making
  ✓ 1.6 Union/Bargaining Unit Representative
  ✓ 1.7 CVTEC Computing Resource Center
  ✓ 1.8 Public Notice Non-Discrimination Notice

☐ 2. SCHEDULES & DUE DATES -
  ✓ 2.1 Tuition Charges
  ✓ 2.2 CV-TEC Phone Extensions
  ✓ 2.3 Special Education Phone Extensions
  ✓ 2.4 School Calendar
  ✓ 2.5 CV-TEC Divisional Calendar
  ✓ 2.10 Daily Schedule
  ✓ 2.11 Student Assessment Report Due Dates
  ✓ 2.12 Faculty Meeting Schedule
  ✓ 2.13 Bus Duty Schedule
  ✓ 2.14 Paycheck Distribution Procedure
  ✓ 2.16 SDM Team Meetings
  ✓ 2.17 CVES/ISC Division Telephone Directory
  ✓ 2.18 Mineville Telephone Directory

☐ 3. PERSONNEL INFORMATION
  ✓ 3.0 OTI Web Site
  ✓ 3.1 Miscellaneous Employee Information
  ✓ 3.1.1 No Parking Area
  ✓ 3.2 Photo ID Card Policy
  ✓ 3.3 Designated Eating Area
  ✓ 3.4 Answering Service
  ✓ 3.5 Emergency Day Notification
  ✓ 3.7 Personal Time Request Form
  ✓ 3.7.1 Medical Leave Procedure
  ✓ 3.7.2. Working While Ill/Sick Leave Notes
  ✓ 3.8 Daily Time Sheet Form
✓ 3.8.1 Hourly Time Sheet Form
✓ 3.8.2 Timesheets-Procedure for Completion Of
✓ 3.9 Expense Reimbursement Regulations
✓ 3.10 Conference Attendance Approval Form
✓ 3.10.1 Conference Attendance Procedure
✓ 3.10.2 Conference Request Checklist
✓ 3.11 Mileage & Travel Expense Claim Form
✓ 3.11.1 Mileage-Average Round Trip Total
✓ 3.11.2 Increase in IRS Standard Mileage Reimbursement Rate
✓ 3.12 Vehicle Request Form
✓ 3.12.1 Vehicle ID List
✓ 3.15 Vehicle Registration Form
✓ 3.16 Pay Plan Verification
✓ 3.16.1 Additional Pay Items
✓ 3.17 Employee’s Withholding Allowance Certificate
✓ 3.18 Section 125 Benefit Plan Application
✓ 3.19 Flexible Spending Plan Reimbursement Voucher
✓ 3.21 Express Scripts Authorization Form
✓ 3.23 Right-to-Know Information
✓ 3.25 General Infection Controls
✓ 3.31 New York State Code of Ethics for Educators
✓ 3.32 Employee Concern Resolution Procedure
✓ 3.34 Use of Personal Property
✓ 3.35 Computer Resource Center
✓ 3.37 Exit Option-Alternative Campus

☐ 4. STUDENT CLASS ROOM MANAGEMENT –
✓ 4.0 Recycle Textbooks
✓ 4.2 Student Registration Form
✓ 4.3 Student Standards
✓ 4.4 Violation of Acceptable Use Policy Memo
✓ 4.5-8 Electronic Resources Acceptable Use Policy
✓ 4.9 Electronic Resources for Education Student Account Agreement
✓ 4.10 Laptop Computer Policy
✓ 4.11 Code of Conduct Summary
✓ 4.12 Student Policy-Procedure Review
✓ 4.15 Conduct Report Form
✓ 4.16 Transportation Procedure
✓ 4.17 Driving Regulations, Procedures and Responsibilities
✓ 4.18 Student Passenger and Driving Application
✓ 4.19 Driving Policy
✓ 4.20 Break Time Policy-Procedures
✓ 4.23 Health History
✓ 4.24 Accident Report Form
✓ 4.25 Military Notification
- 4.26 Attendance Policy
- 4.27 Attendance-Absence Procedure
- 4.28 Attendance Coding
- 4.29 Sending Students Home Instructions and Procedures
- 4.30 Cell Phone Procedure

5. STUDENT ASSESSMENT
- 5.1 Grading Scale
- 5.2 SCANS/Workplace Readiness Skills
- 5.3-10 SCANS/Workplace Readiness Skills Rubric
- 5-11 Program Engagement Score
- 5.13 Certificate Levels
- 5.14 Student Learning Objectives (SLO)

6. CLASSROOM MANAGEMENT –
- 6.0 Announcement Procedure
- 6.1 Purchasing Procedures Memo
- 6.1.1 Purchasing Guidelines
- 6.1.2 Purchasing Process
- 6.2 Purchasing Information
- 6.13 Custodial Request Form
- 6.14 Energy Conservation
- 6.15 Printing and Duplicating Job Request
- 6.16 End of Year Check List
- 6.17 School Visitation Procedure-Request Form
- 6.18 Lost or Stolen Property Report
- 6.19 Surplus Property Disposition Memo
- 6.20 Procedure For Disposition/Relocation/Storage/Loss of School Property
- 6.20.1 Asset Disposal Form
- 6.21 Multiple Asset Disposal Form
- 6.22 Asset Relocation-Storage Form
- 6.23 Multiple Asset Relocation-Storage Form
- 6.23.1 Lost or Stolen Property Report
- 6.24 Process Regarding Volunteers
- 6.24.1 School Volunteers Procedure
- 6.25 Volunteer Application
- 6.26 Therapeutic Crisis Intervention for Schools (TCIS)

7. EMERGENCY MANAGEMENT
- 7.2 Emergency Announcement
- 7.3 Level I, II and III Response Directives
- 7.5 Emergency Phone Numbers
- 7.7 Emergency Fire Drill Procedure
- 7.7.1 Fire Safety Checklist
- 7.8 Emergency Lock Down Response
- 7.8.1 Code Red Alert Checklist
- 7.9 Emergency Evacuation Announcement
- 7.10 Emergency Sheltering Response
- 7.11 Bomb Threat Instructions
- 7.12 Emergency Lock-Out Response
7.13 Western Hemisphere Travel Initiative

8. RESOURCE-CLASSROOM SUPPORT –
- 8.1 CVES Resources
- 8.3 Guidance Counselors (CVTEC)
- 8.4 Schedule Change Form, Add/Drop
- 8.5 Participating School Guidance Counselors
- 8.6 Academic Services
- 8.7 Work Experience Options at CV-TEC
- 8.8 Work-Based Learning Program Descriptions
- 8.9 Work Experience – Who is Eligible?
- 8.10 Benefits of Work Experience
- 8.11 Work-Based Learning Agreement
- 8.12 Work-Based Learning Activity Log
- 8.13 STEPS Literacy
- 8.14 Cornell Notes
- 8.15 Effective Teaching Outline
- 8.16 Effective Teaching Outline II
- 8.17 Essential Questions
- 8.18 Bloom’s Taxonomy
- 8.19 Learning Styles
- 8.20 Fixed/Growth Mindset

9. NATIONAL ACCREDITATION, NYSED
- 9.1 Program Accreditation
- 9.2 Maintaining Accreditation
- 9.3 NYSED and Program Approval

10. STUDENT ORGANIZATIONS & SCHOOL FUNCTIONS
- 9.3 NVTHS
- 9.4 NVTHS Eligibility Standards
- 9.5 NVTHS Instructor Nomination
- 9.6 Awards & Scholarships Available
- 9.7 Open House

11. HEALTH-WELLNESS-SAFETY –
- 10.0 Mandated Reporting
- 10.1 Health and Wellness Policy/Table of Contents
- 10.2 Nutrition and Physical Activity Policy
- 10.5 Food & Beverages Sold Individually – Attachment A
- 10.6 Clinton County Health Dept. Nutrition Services – Attachment B
- 10.7-8 Nutrition Education & Standards – Attachment C-C.1
- 10.9-10 Physical Activity – Attachment D-D.1
- 10.11-12 Other School Based Activities – Attachment E-E.1
- 10.13 Brochure, Health, and Wellness Policy
- 10.14 Building Health and Safety Related Complaint Form
- 10.15 Investigation & Disposition of Complaints Related to Health & Safety
Mentor Information

ATTENDANCE POLICIES

- Personal Day procedure
- Preparing substitute folder
- Requesting a sub
- Student attendance procedures and record keeping
- School cancellation procedures / snow day phone tree
- Teachers leaving school during the day policies and procedures
- Teacher sick day procedures

DISCIPLINE POLICIES

- Bus
- Classroom
- Emergency Conditions
- Hallway
- Playground
- School Property
- Planning Room
- Therapeutic Crisis Intervention (TCI)

EMERGENCY PROCEDURES

- Behavior Sheet for emergencies
- Evacuation (Green Condition)
- Fire Drill
- Lock Down Procedure (Red Alert)
- Shelter in Place (Yellow Alert)
- Receiving a bomb threat via telephone

FIELD TRIPS

- Behavior
- Emergency contact policy
- Incident/emergency during field trip
- Medication needs
- Paperwork to file
- Policy for students unable to pay
- Procedure for money collection

GOALS

- Division
- School
IEP VERIFICATION: BEGINNING OF SCHOOL

- CVES Non-violent statement
- Student demographics
- Testing accommodations

IN-SERVICE & FACULTY MEETINGS

- Expectations for faculty meetings
- In-service options and requirements
- Professional development workshop/conferences policy & procedures

LUNCH

- Lunch costs
- Lunch money procedures
- Lunch routine- students

MANDATORY PAPERWORK

- 1:1 Aide Justification
- Discharge Summary
- Exit Summary
- FBA/BIP
- IEP development/Meeting preparation
- Medicaid
- Progress Reports
- Review Report Card
- Summer School Justification
- Testing Materials
- Testing Modifications
- Transition Information

OFFICE

- Administrator’s mailboxes
- Fax machine
- Outgoing mail
- Paper shredder

PARENT COMMUNICATION

- Home visit procedures and policies
- Parent Communication policies
  - Notebooks
- Parent / Teacher Conferences
  - Who schedules
✓ Length of Time
✓ Confirmation of schedule
✓ What is shared?
✓ Student participation

PARKING

☐ Parking lot locations
☐ Parking policies

PAY PROCEDURES

☐ Pay periods
☐ Salary calculation

RECORD KEEPING

☐ Cumulative folders
☐ FBA/BIP
☐ Lesson plan procedures
☐ Organizing a grade book
☐ Photo Release

RESOURCES AND EQUIPMENT

☐ Audio-visual equipment location and checkout
☐ Audio-visual equipment instruction
☐ Computer Lab
☐ Email & Network logins
☐ Copier code
☐ Copy machine location, policies and instructions
☐ Completing copier orders through Work Experience
☐ Interlibrary Loan through ISC
☐ Phone messages: creating and retrieving
☐ In-school Phone usage
☐ Teacher Center
☐ Video Library through ISC
☐ Other resources available

SCHEDULES

☐ Lunch schedules
☐ School calendar and key events
☐ School in-service days, early release
☐ School schedule
☐ Scheduling specials
SCHOOL VISITORS

- Guidelines for guest speakers
- Visitor policies and procedures
- What to do during a drill

STAFF

- Administrators and their roles
- Building maintenance
- Expectation of TA’s & Aides
- List of staff and phone #’s
- Specialists and their roles
- Staff introductions
- Other district/building personnel

STANDING COMMITTEES

- ELA Curriculum
- Math Curriculum
- Shared Decision Making Team

SUBSTITUTES

- Evaluation forms
- Expectations

SUPPLIES

- Budget
- Co-op Bids
- How to complete PO
- Where to get supplies

TOURS

- Building
- Grounds

OTHER

- Asset relocation/disposal forms
- Billing forms/revisions
- Bus procedures
- Custodial Requests
- Homework Policies
- Medical needs of students
- PINS Referral
Playground rules/equipment
Pool rules/equipment
Safe keeping of valuables
Supervision/Evaluation procedures
School calendar
Color Coded Emergency Procedures
Bell Schedule
Break Schedule
End of Quarter due dates
Faculty Meeting Dates
Attendance procedure
List of telephone extensions
Bus Duty schedule
Attendance policy/procedure
Emergency phone #s to include State Police
Power School: How to take attendance
How to enter grades
Print necessary reports
Copies of Conduct Reports
How to complete Purchase Orders and who to contact regarding them
Traveling on School Business
School Property Inventory
How to Access school related web sites: Wincap, AESOP, the Hub
How to request time (sick, personal, death) using AESOP and how to contact Janet Arthur with appropriate numbers
WHO TO GO TO list of names and numbers
Where to get support to become certified and include steps involved
How collect for services provided by your program and what to do with the money
How to start and program specific student clubs – the do’s and don’ts
Mentors should be program related, as close as possible
How to meet IEPS and what they are
How to grade and the use of rubrics
Color Coded Emergency Procedures
Teachers gradebooks should be taken with them, and to take attendance
Bus duty requirements
Sample Purchase Order, Equipment Checklist, Quote Sheet
GSA Xcess Site Access
Code of Conduct
Sample Conduct Report
NYSUT – CV-TEC Rubric
NYSUT Rubric
APPR Requirements
PD Rubric
APPR Measurement
Substitute Teacher Recommendations