

CV-TEC Adult Student Handbook

2025-2026



CVES Mission Statement

“Champlain Valley Educational Services is committed to being a valued and trusted partner by supporting students, schools, and communities to excel through high-quality education, training, and shared services.”

CVES Vision Statement

“We aspire to be the premier provider of dynamic and innovative educational programs and shared services, serving as a catalyst for personal and regional growth and development towards a brighter global future.”

Core Beliefs

- *Students are our first priority.*
- *Staff are essential to the health and well-being of our organization.*
- *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 lead and act with integrity, fostering respect for all by ensuring the acceptance, inclusion, and celebration of our community members.*
- *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.*

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. Matthew Walentuk
CVES
1443 Military Turnpike
Plattsburgh, NY 12901
(518) 561-0100 x 363

Ms. Maria Huntington
OneWorkSource
194 US Oval
Plattsburgh, NY 12901
(518) 561-0430 x 3079

Dr. Matthew Slattery
Rise Center for Success
1585 Military Turnpike
Plattsburgh, NY 12901
(518) 561-0100 x 291

Welcome to Adult Education Students!

Welcome to CV-TEC!

As the Director of Career & Technical Education, I am proud to welcome you to CV-TEC. Our division at Champlain Valley Educational Services offers a wide range of Career & Technical Education (CTE) programs, Adult Literacy programs, and Continuing Education opportunities for school districts and community members in Clinton and Essex Counties. CV-TEC has a rich history in the North Country, and we are committed to upholding and advancing our tradition of excellence across all CV-TEC campuses and locations.

Team CV-TEC embraces a collaborative approach to achieving excellence in Career & Technical Education. The CVES mission is "to be the premier provider of dynamic and innovative educational programs and shared services, serving as a catalyst for personal and regional growth and development towards a brighter global future." Similarly, the CV-TEC Division is committed to preparing students for success in their careers and lifelong learning, including post-secondary education. Our team is devoted to this mission, continually striving to enhance our programs to better serve our students, component districts, business and industry partners, and the wider community.

Your needs and aspirations are at the heart of our educational programming. We are driven by a commitment to continually improve and innovate in order to best support each student's unique journey.

If you have any questions or need assistance, please do not hesitate to reach out to a Team CV-TEC member!

Mrs. Michele M. Friedman

Executive Director of Career & Technical Education
CV-TEC Division of Champlain Valley Educational Services
Clinton Essex Warren Washington BOCES



Table of Contents

CVES Mission Statement	2
CVES Vision Statement	2
Core Beliefs	2
Welcome to Adult Education Students!	3
Definitions	6
Introduction	10
Adult Admission into CV-TEC’s Educational Programs and Courses	10
1. How to Apply:.....	10
2. Pre-requisites:	10
3. Background Check:.....	10
4. Procedure for Obtaining Background Check and/or Drug Test:	10
5. Vaccination Requirements for Applicants Seeking Enrollment in CV-TEC’s Medical Programs & Courses: (i.e., LPN, Allied Health, CNA, EKG, Phlebotomy) (Policy # 4700)	11
6. Application Procedure for Self-Sponsored Adults:	12
7. Application Procedure for Agency-Sponsored Adults:	12
CV-TEC Tuition and Fees	12
Financial Aid	12
1. Financial Aid Options:	12
2. CV-TEC’s LPN Program and Student Eligibility for Title IV:	13
3. For Additional Financial Aid Information:	13
CV-TEC Adult Education Payment/Refund and Withdrawal Policy (#4340)	13
1. Payment:	13
2. Payment Agreement:	13
3. Refund Policy: Career & Technical Education (CTE) Programs:	14
4. Refund Policy: Short Term Courses:.....	14
5. Important Reminders.....	14
CV-TEC Grading Procedure.....	14
Course Completion/Certification	15
Code of Conduct (Policy # 5300)	15
Dress Code	15
Electronic Devices	15
Acceptable Use Policy (Policy # 9010).....	16
Discrimination/Sexual Harassment (Policy # 9012).....	16
Anti-Discrimination Policy (Policy # 5010).....	16

Security Report Including Emergency Response and Evacuation Procedures, Timely Warnings, and Crime Log	17
School Emergencies/Drills.....	17
Individuals to Notify in the Event of an Emergency	17
School Closings.....	17
Arrival/Departure.....	17
Attendance & Tardiness.....	18
Lost and Found.....	18
Theft.....	18
Parking	18
Eating/Drinking	19
Room Usage (Evening Courses).....	19
Student Accidents / Injuries.....	19
Accidental Needlesticks, Blood/Body Fluid Exposures	19
Adult Student Orientation.....	20
APPENDIX.....	21
Legal Sanctions and Risks Regarding Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol.....	21
Participation Agreement.....	25

Definitions

Acceptable Use Policy (AUP) (Policy # 9010):

The Acceptable Use Policy (AUP) provides a series of guidelines covering technology use for users. All adult students will be required to sign a CVES Acceptable Use Policy (AUP) form acknowledging that they have read the policy. These forms must be renewed on an annual basis or upon revision of the policy. Failure to adhere to this policy can result in disciplinary action, including but not limited to, suspension of access to the CVES networks and/or technologies.

ACCES-VR:

The “Adult Career and Continuing Education Services-Vocational Rehabilitation” office is affiliated with the NYS Education Department and administers- as well as provides- vocational rehabilitation services to individuals with disabilities. Vocational rehabilitation is a professional field and a publicly funded program that will assist individuals with disabilities to obtain employment.

Anti-Discrimination:

In accordance with 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).

Application Deadline (Short Term Courses):

The application deadline for all Short-Term Courses occurs two weeks prior to the published start date. This deadline is non-negotiable and requires all applicants to submit all required forms prior to the deadline (e.g., application form, background check, immunization records, and physical exam documentation).

Application Deadline (CV-TEC CTE Programs):

The recommended application deadline for most CV-TEC CTE Programs is August 31st annually. Prospective students applying for a seat in CV-TEC’s LPN program should consult the LPN application materials or call 561-0100 x 241 for LPN-specific application deadlines.

Bullying:

Bullying is unwanted, aggressive behavior among individuals that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can be verbal (e.g., teasing, name-calling), social (e.g., exclusion, public embarrassment), or physical (e.g., hitting, damaging personal belongings).

CastleBranch:

Online provider of background checks and drug screenings. Adult students seeking enrollment in all of CV-TEC’s CTE Programs and most Short-Term courses must submit to a background check prior to enrollment at CV-TEC. Adults seeking enrollment in CV-TEC various medical programs and courses (LPN, CNA, EKG, Phlebotomy) must also submit drug screening results prior to final admission. The CastleBranch portal can be accessed at: <https://discover.castlebranch.com>.

Code of Conduct (Policy # 5300):

Policy passed by CVES Board of Education outlining behavioral guidelines and expectations for all students, CVES personnel, parents, persons in parental relation, volunteers, vendors, contractors and other visitors when on CVES property or attending a CVES function.

Career and Technical Education (CTE):

Provides middle school, high school, and post-secondary students with the academic skills, the technical skills, the employability skills, the knowledge and the training necessary to succeed in future technical careers and to become lifelong learners.

CVES Policy:

Binding course or statement of action adopted by the CVES Board of Education intended to guide or to facilitate the operation of CEWW BOCES.

CVES or CV-TEC Procedure:

Practical standards or practices written in compliance with CVES policies that implement and operationalize established programs and activities.

CV-TEC CTE Program:

CV-TEC Career & Technical Education (CTE) Programs are programs that run September through June following the CVES school calendar, occur during regularly scheduled school days, and co-enroll high school students. The CV-TEC Licensed Practical Nurse (LPN) Program is also considered a CV-TEC Career & Technical Education (CTE) Program. CV-TEC offers nearly two dozen CTE Programs, long duration, programs. CTE Programs provide students with career-specific, entry-level, technical skills. CTE Programs are offered between September through June annually and involve a one or a two-year enrollment period. Adults in one-year programs may participate in ½ day (e.g., Business & Health Management) or two consecutive ½ day (full day) sessions (e.g., LPN). Adults in two-year programs, enroll in one ½-day session over a two-year period of time.

Emotional Harm:

Emotional harm that takes place in the context of harassment or bullying shall be defined as harm to an individual's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with an individual's education or work environment. Such conduct shall include, but is not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), or sex. (Education Law §11[7])

Engagement Score:

Most CV-TEC students are evaluated on their level of engagement. CV-TEC CTE students are expected to participate fully in their respective CTE programs and receive a daily score reflecting their level of engagement. Engagement and Technical Knowledge and Skills scores are combined and result in a Career and Technical Education (CTE) Score for most CV-TEC students.

Family Educational Rights and Privacy Act (FERPA) (Policy # 5510):

The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Financial Aid:

CV-TEC offers adult students a variety of financial aid options. CV-TEC works closely with a variety of agencies that provide eligible adults with sponsorships and grants. Students enrolling in CV-TEC's LPN program are eligible to apply for Title IV (Pell, NDSL) funds through the "Free Application for Federal Student Aid" (FAFSA®) application process. CV-TEC also assists adults seeking financial aid through the national Sallie Mae program. CV-TEC's financial aid office can be reached by calling 561-0100 x 245 or via e-mail at chaffin_chris@cves.org.

Harassment:

Harassment may be verbal, written, or other conduct that is threatening or harmful. It does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment is only a small part of the larger universe of bullying or cyberbullying activity.

High School Equivalency (HSE):

Formerly known as “General Education Development” (GED), the “High School Equivalency” (HSE) pathway allows adults to prepare for, and to take, academic content considered equivalent to a high school education/diploma. Students enrolled in HSE programs complete their course of study by successfully taking the “Test Assessing Secondary Completion” (TASC) exam.

Media Release Form:

All adults entering a CV-TEC program or course are invited to sign a Media Release form. The Media Release form authorizes CVES to photograph, interview, video or live stream our secondary and post-secondary students. In addition, the forms authorize CVES to use students’ photographs, interviews, videos or live streams for printed publications, electronic resources such as CVES website, CVES social media sites, and any other bona fide business use.

OneWorkSource:

OneWorkSource Centers bring employment and training services to one location, making it easier for job seekers to find gainful employment and for employers to find trained employees. The one-stop centers’ services include list of job vacancies; career options; relevant employment trends; instruction on how to conduct a job search; write a resume; interview with an employer and referral to training programs. OneWorkSource Centers are required to meet the needs of job seekers (including people with disabilities), provide career development services for youth and adults and support to employers in recruiting, staffing and training a viable workforce. OneWorkSource Centers are conveniently located in Clinton (Plattsburgh), Essex (Elizabethtown) and Franklin (Malone) counties as well as the employment center of Hamilton County.

Short-Term Course:

CV-TEC offers a number of **Short-Term** courses. **Short-Term** courses vary widely in length (e.g., 3 hour “Tech KidNectons!” courses; 48 hour Welding course; 60 hour CDL course; 152 hour CNA course), are frequently offered during afternoon/evening hours, and provide applicants with specific skill sets that can be acquired in a relatively short amount of time.

Student:

A person who participates in any CVES program and who is either sponsored by a school district or attends as an adult.

Technical Knowledge and Skill:

All CV-TEC students are evaluated on their level of technical knowledge and skill. Students are expected to demonstrate their level of technical knowledge and their level of technical proficiency in their respective CTE programs. Students are evaluated through a variety of written and performance assessments by their teachers as they assess students’ entry level of competence in their field.

Professional Portfolio:

Adult students enrolled in CV-TEC CTE programs are required to complete CV-TEC’s exit portfolio requirement. The CV-TEC Professional Portfolio curriculum assists students to create, to modify, and to complete a professional portfolio. The portfolio is a graduation requirement and documents related real-life experiences in students’ career fields. Assignments include, but are not limited to short biographical essays, resume design, completing work-related assignments, summarizing information from articles, and completing a career research paper.

Test of Essential Academic Skills (TEAS):

Entrance exam taken by adult students seeking to enroll in CV-TEC’s LPN program. Admission into the LPN program is competitively based, using TEAS results as a primary measure of eligibility. Technical Knowledge and Skills, and Engagement scores are combined and result in a Career and Technical Education (CTE) Score for all CV-TEC students.

Test of Adult Basic Education (TABE):

Assessment administered by CV-TEC’s High School Equivalency (HSE) program at the OneWorkSource Center.

TABE tests are used as diagnostic tools to assess the achievement of examinees on core content areas taught and assessed as part of Adult Basic Education programs nationwide. The TABE test is aligned to the national College and Career Readiness Standards for the three core subject areas: Reading, Mathematics, and Language. TABE testing may be required for admission to certain programs.

Title IV:

The programs authorized under Title IV of the Higher Education Act are the major source of federal student aid. Title IV programs include: Loans; Federal Family Education Loan (FFEL); Direct Loan; Federal Perkins Loan Grants; Federal Pell Grant; Academic Competitiveness Grant (ACG); National SMART Grant; Federal Supplemental; Educational Opportunity Grant (FSEOG); Federal Work-Study (FWS). Title IV also requires participating institutions to ensure student safety and appropriate interventions for inappropriate student behavior. Students applying for enrollment in CV-TEC's LPN program may qualify for Title IV funding through the "Free Application for Federal Student Aid" (FAFSA®) application process.

Tuition:

CV-TEC charges all post-secondary students' tuition for their participation in its programs and courses. 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 (HSE); Grants/Scholarships. Tuition must be paid in accordance with current CV-TEC tuition policies.

Vaccination Requirements:

In accordance with New York State's Public Health Law related to colleges and other institutions of Higher Learning, CVES Policy # 4700 requires students enrolling in all CTE Programs and short-term health career-related courses (i.e., LPN, Allied Health, CNA, EKG, and Phlebotomy) to supply acceptable evidence of immunization. Adult applicants should refer to the procedures in this manual for more information.

Introduction

CV-TEC is a public Career and Technical Education (CTE) center dedicated to the education of high school juniors and seniors from 16 component districts and of adults residing in Clinton, Essex, Warren, and Washington Counties.

Recognizing that a number of differences exist between the interests, maturity, and backgrounds of compulsory age students and post-secondary students, CV-TEC has created this Adult Handbook in order to ensure that all post-secondary students are familiar with CV-TEC's policies, rules, and procedures. It is important to note that all CVES policies, many rules, and procedures apply to all adults, as well as parents, visitors, vendors, and guests when on Champlain Valley Educational Services (CVES) property or attending a CV-TEC function. Please refer to CV-TEC's website and course catalog for more information regarding our requirements. A copy of the CV-TEC Course Catalog may also be obtained through one of the campus offices or online at www.cves.org.

Adult Admission into CV-TEC's Educational Programs and Courses

Adult students interested in applying for a seat in a CV-TEC CTE Program and/or Short-Term Course must adhere to the following admissions criteria:

1. **How to Apply:** Adult students must contact CV-TEC to obtain copies of the application and registration forms for their desired CTE Program or Short Term Course. Prior to admission into all CTE programs and all short-term medical courses, all prospective post-secondary students must complete an application form and arrange for a background check. Health and immunization forms and a drug test must be completed by all Allied Health, LPN, CNA, EKG, and Phlebotomy applicants.
2. **Pre-requisites:** Some CV-TEC CTE programs and short-term courses require applicants to possess a high school diploma or a high school equivalency diploma HSE (formerly GED). Some CV-TEC CTE programs and short-term courses require applicants to meet additional pre-requisites. LPN applicants must take the "Test of Essential Academic Skills" (TEAS) assessment. Other CTE programs or short-term courses may require applicants to take, and to pass at appropriate levels, the "Test of Adult Basic Education" (TABE) test. Applicants should refer to the information provided in their respective application packets for applicable pre-requisite information.
3. **Background Check:** As noted above, CV-TEC applicants enrolling in all CTE Programs and most short-term courses must complete an online background check through our Castlebranch provider. Access to the Castlebranch site may be obtained through the following web address: <https://www.castlebranch.com>. For all applicants:
 - a. 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 or course.
 - b. 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 admission determination.
 - c. In order 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.
 - d. 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 or courses— will lose eligibility to participate in said program and/or course.
4. **Procedure for Obtaining Background Check and/or Drug Test:**
 - a. Obtain application packet from CV-TEC Plattsburgh Campus.
 - b. The application or acceptance packet will include a "Profile Sheet" related to your specific program or course of interest.
 - c. Using your profile sheet, click on "Place an Order," navigating to https://www.castlebranch.com/online_submission/package_code.php;
 - d. Enter the specific code provided on the profile sheet.
 - e. 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 at <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 CastleBranch.

- f. The results of your screenings should be available within 5 business days; the screening fee for a background check is \$135 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.
 - g. The drug screening fee is \$45 and may be paid through any of the aforementioned online options.
 - h. Certain sponsoring agencies may be able to fund these screening fees. Please check with your sponsoring agency for eligibility.
 - i. Confidentiality: The background and drug screening process are confidential. All applicants' background information will be used for admissions purposes only.
 - j. 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.
 - k. Questions regarding the background check process may be answered by calling CastleBranch Customer Service at (888) 723-4263 or customerservice@castlebranch.com.
5. **Vaccination Requirements for Applicants Seeking Enrollment in CV-TEC's Medical Programs & Courses: (i.e., LPN, Allied Health, CNA, EKG, Phlebotomy) (Policy # 4700)**

In accordance with New York State's Public Health Law regarding colleges and other institutions of Higher Learning, CV-TEC requires the following regarding vaccinations:

- a. Students attending CV-TEC must provide to CV-TEC a certificate from a health practitioner or other acceptable evidence of such student's immunization unless the student qualifies under subdivisions below.
- b. A student who has not complied with this section shall present himself or herself to a health practitioner and request such practitioner to administer such immunization.
- c. If any person is unable to pay for the services of a private health practitioner, such person shall present himself or herself to the health officer of the county in which such person resides, or the county in which CV-TEC is located who shall then administer the immunization without charge.
- d. The health practitioner who administers such immunization to any such person shall give a certificate of such immunization to such person.
- e. In the event that a student registers at CV-TEC and has not complied with these requirements, the institution shall inform such student of the necessity to be immunized, that such immunization may be administered by any health practitioner, or that the student may be immunized without charge by the health officer in the county where the student resides or in which the institution is located. In the event that such student does not comply with these requirements, he or she shall be given notice that attendance at the institution requires immunization unless a valid reason is provided by such student. (*NOTE: this may preclude a student from having access to certain clinical sites).
- f. CV-TEC shall not permit any student to attend in excess of thirty days without complying with these requirements. However, the thirty-day period may be extended to not more than forty-five days for a student where such student is from out-of-state or from another country and can show a good faith effort to comply with subdivision two of this section. Students may be required to maintain a record of up-to-date immunizations.
- g. If any licensed physician or nurse practitioner certifies that such immunization may be detrimental to the person's health or is otherwise medically contraindicated, the requirements of this section shall be inapplicable until such immunization is found no longer to be detrimental to such person's health or is no longer medically contraindicated.
- h. Proof of honorable discharge from the armed services within ten years from the date of application to an institution shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services. If while awaiting the receipt of actual immunization records a health risk shall arise at an institution, a student presenting a certificate under the terms of this subdivision shall be removed from the institution if proper immunization cannot be proved or otherwise rectified.
- i. This section shall not apply to a person who holds genuine and sincere religious beliefs which are

contrary to the practices herein required, and no certificate shall be required as a prerequisite to such person being admitted or received into or attending an institution. The student must submit a written request to CV-TEC for a religious exemption which explains the nature of the person's beliefs in detail. CV-TEC may contact the student for additional information prior to rendering a decision regarding such a request for an exemption from vaccination. Any denial of a student's request shall be in writing including the reason(s) for the denial.

6. Application Procedure for Self-Sponsored Adults:

- a. Self-sponsored, Adult students must follow the steps outlined in 1-5 above.
- b. Adult students seeking to pay for their programs and courses 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;
- c. Self-sponsored, Adult applicants must submit application/registration materials in a timely manner, prior to applicable deadlines (i.e., two weeks prior to Short Course start dates and August 31st for CTE).

7. Application Procedure for Agency-Sponsored Adults:

- a. Adult (Adult) students seeking enrollment in a CV-TEC CTE Program or Short-Term Course through agency sponsorship (e.g., ACCES-VR, OneWorkSource, HSE, JCEO) must complete and sign copies of the adult application and registration forms and *receive documented agency approval prior to admission*.
- b. Agencies sponsoring adult students must complete all written inter-agency sponsorship forms and confirm sponsorship of adult students with CV-TEC;
- c. 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 or course 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.

CV-TEC Tuition and Fees

1. CV-TEC's CTE Program (September– June) tuition rate is established annually and after approval by the Champlain Valley Educational Services Board of Education. Short Term (Continuing Education) courses 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.
2. 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.
3. To the maximum extent practical, CV-TEC discloses supply and textbook identification information and an estimated retail price based on program and/or course of enrollment. Programs and/or courses that require students to purchase textbooks and/or supplies provide them with the necessary purchasing information.
4. CV-TEC does not have a bookstore 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 or courses.
5. 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).
6. Please refer to individual course descriptions for more information. Questions pertaining to Program/course costs can be addressed to the CV-TEC Student Services Office at 561-0100 x241. Additional program/course-related information can also be found on CV-TEC's website at www.cves.org.

Financial Aid

1. **Financial Aid Options:** Adult students who are seeking enrollment in CTE Programs or Short-Term courses, or who are currently enrolled in CV-TEC, have a variety of financial aid options available to them. Depending upon eligibility, students may qualify for one or more of the following:
 - a. **Training Grants:** Contact OneWorkSource/DOL. For more information call (518) 561-0430
 - b. **Vocational Rehabilitation:** Contact ACCES-VR. For more information call 1-800-882-2803

- c. **Training Grants/EPE/TANF:** Contact CV-TEC's HSE Program. For more information call (518) 561-0430, ex. 3088
 - d. **Training Grants:** Contact JCEO. For more information call (518) 561-6310.
 - e. **Training Grants:** Contact Veteran's Administration. For more information call (518) 957-2242
 - f. **Sallie Mae Career Training Smart Options Loan.** For more information go to [Salliemae.com/CTSmartLoan](http://www.salliemae.com/CTSmartLoan) (<http://www.salliemae.com/CTSmartLoan>)
2. **CV-TEC's LPN Program and Student Eligibility for Title IV:** Students applying for a seat in CV-TEC's LPN program may qualify for the following:
- a. **Title IV: Federal Pell Grant**
 - i. Students seeking Federal Financial Aid may qualify for a Pell Grant. Pell Grants are based on demonstrated need and require the applicant to complete a "Free Application for Federal Student Aid" or FAFSA Form. To complete a FAFSA form, simply go to the FAFSA website at: <http://www.fafsa.ed.gov> Applicants will need a copy of their Federal Tax Return and CV-TEC's school code (**015050**).
 - ii. Important: In order to receive Pell funds or a Federal Direct Student Loan, you **MUST** complete the FAFSA process.
 - b. **Title IV: Federal Direct Student Loans**
 - i. Since the amounts of Pell Grant awards are limited, students may seek to cover remaining educational charges by applying for Federal Direct Subsidized and/or Federal Unsubsidized Student Loans. The amount of money applicants are eligible to borrow can vary depending on program type.
 - ii. Steps to apply for a Federal Direct Student Loan include:
 - 1) Complete and submit your *FAFSA* form online;
 - 2) Visit the FDSL website at *StudentLoans.gov* (<http://www.studentloans.gov>);
 - 3) Click on *Master Promissory Note*;
 - 4) Click on **Subsidized/Unsubsidized** (Note: Applicants will need to use same log in information used for the FAFSA. Please use **G08437** as the school code to ensure that the application is sent to CV-TEC.)
 - c. **Title IV: Financial Aid Penalties for Drug Related Offenses (Policy # 4701)**
 - i. A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance, as defined by Federal Law for conduct that occurred during a period of enrollment for which the student was receiving any Federal student grant, loan, or work assistance may not be eligible to receive any grant, loan, or work assistance under this title from the date of that conviction for the period of time specified in the table found in the Appendix.
 - d. **Title IV: Rehabilitation**
 - i. A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined if—
 - 1. the student satisfactorily completes a qualifying drug rehabilitation program, including two unannounced drug tests; or
 - 2. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations; or
 - 3. the conviction is reversed, set aside, or otherwise rendered nugatory.
 - ii. It is the student's responsibility to provide certification to CV-TEC of the date of any qualifying conviction and the successful completion of any drug rehabilitation program.
3. **For Additional Financial Aid Information:** call Mr. Chris Chaffin in the CV-TEC Financial Aid Office at: (518) 561-0100 x245 or email at: chaffin_chris@cves.org.

CV-TEC Adult Education Payment/Refund and Withdrawal Policy (#4340)

- 1. **Payment:** Adults who are accepted for admission to a CV-TEC CTE Program must comply with the payment schedules in force at the time of admission. Short-Term courses require full payment at the time of application/registration; and prior to attending the first scheduled class session;
- 2. **Payment Agreement:** All adult CV-TEC students must complete the "Adult Acceptance Form" prior to

admission and complete the "Adult Student Tuition and Fees Payment Agreement" indicating how the education will be funded. Tuition for CTE Programs should be paid in advance to cover the entire instructional program. Two payments may be made with advance permission with 50% due before the 1st day of classes and the remaining 50% due at the mid-point of instruction. Full payment for short term adult and community education programs must be paid at the time of registration. Adult students who are enrolled in a CV-TEC CTE Program or short-term course are entitled to a refund of tuition according to the schedules found in the items below when a request to withdraw is made in writing.

3. **Refund Policy: Career & Technical Education (CTE) Programs:** CV-TEC Career & Technical Education (CTE) Programs are programs that run September through June, follow the CVES school calendar, occur during regularly scheduled school days, and co-enroll high school students. The CV-TEC Licensed Practical Nurse (LPN) Program is also considered a CV-TEC Career & Technical Education (CTE) Program.
 - a. Refunds are based upon yearly tuition regardless of chosen payment plan.
 - b. Refunds will not be made for any fees other than tuition.
 - c. Discontinuation by a funding agency must be in writing.
 - d. Refunds will be issued within 45 days of written notification.

CV-TEC Career & Technical Education (CTE) Programs Refunds will be calculated based on the following schedule:

Refund Percentage

Withdrawal prior to or on the first day of class:	100%
Withdrawal through the first 10% of instructional days:	90%
Withdrawal between 10% - 25% of instructional days:	50%
Withdrawal between 25% - 50% of instructional days:	25%
Withdrawal after 50% of instructional days:	0%

*NOTE: For students entering a Career & Technical Education (CTE) Programs part way through the school year, the refund is based upon the percentage of school days from the date of entry until the withdrawal date against the number of school days from the date of entry through the end of the school year.

4. **Refund Policy: Short Term Courses:** Short Term Adult Courses and Community Education Courses are courses that vary widely in length, are frequently offered during the afternoon/evening, and provide adult students with specific skill sets that can be acquired in a relatively short amount of time (e.g.: 152-hour CNA course, 60-hour CDL course, 48-hour Welding course, etc.).
 - a. Full tuition is payable at the time of registration.
 - b. A full refund will be made if classes are cancelled or closed out.
 - c. No refund will be made after the first scheduled class has been conducted.
 - d. Refunds will be issued within 45 days of notification.
5. **Important Reminders:**
 - a. CTE Program enrollees Note: For students entering a CTE program part way through the school year, the refund is based upon the percentage of school days from the date of entry until the withdrawal date against the number of school days from the date of entry through the end of the school year.
 - b. Adult students receiving Title IV Federal Funding will be obligated to comply with all applicable federal policies.

CV-TEC Grading Procedure

CV-TEC strives to continually align its assessment system with the standards and expectations established by the NYSED, by professional CTE-related associations (e.g., ACTEA, SkillsUSA, Tech Centers That Work, Model Schools), by business and industry, and by the National Work Readiness initiative.

CV-TEC provides numerical and/or letter grades for all CTE Program participants. For all CTE programs, students receive grades that reflect their Technical Knowledge and Skill and their Engagement. Students also receive an annual Employability Profile Report that reflects their proficiency relative to their program's established skillsets. Skill proficiency will be graded annually on a 4-point scale.

Students enrolled in most CTE programs must also complete a series of English Language Arts (ELA) requirements which includes a comprehensive professional portfolio assignment. The student portfolio must be completed by the end

of the student's final quarter in order to graduate.

Students enrolled in Short Term courses (e.g., CDL, CNA, EKG, and Phlebotomy) are evaluated on a Pass/Fail basis. Short-Term Course completers who are enrolled in these courses and who receive passing grades become eligible to take entry-level assessments leading to NYS or professional licensure.

Students in the LPN Program receive grades according to the LPN Handbook.

Course Completion/Certification

Adult students enrolled in CV-TEC's CTE Programs must complete all academic, clinical, technical, engagement, and ELA (including a portfolio) requirements in order to graduate.

Adult students who complete CTE Programs (September—June), will be awarded a CV-TEC Certificate of Completion. Graduation certificates are awarded during a ceremony held each June.

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

- ✓ CV-TEC Honors (Achieve a final program average of 90% or above)
- ✓ National Work Readiness Credential (NWRC) (Pass a national work readiness credential assessment during final year of study)

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

Code of Conduct (Policy # 5300)

All students are required to follow the **CVES Code of Conduct** at all times. The Code features comprehensive behavioral guidelines, and outlines the following Board of Education commitments:

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 all individuals, including 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.

Unless otherwise indicated, this Code applies to all individuals, including 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 building'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.

A complete copy of the Code of Conduct is available on CV-TEC's website (www.cves.org) and upon request through CV-TEC's main office.

Dress Code

All students enrolled in CV-TEC programs or courses are required to follow the Code of Conduct (Policy # 5300). The proper dress code is found therein and cited here as an important reminder to all Adults participating in CV-TEC's programs and courses. A copy of the full policy can be found at: www.cves.org.

Electronic Devices

All students enrolled in CV-TEC programs or courses are required to follow the Code of Conduct (Policy # 5300). The proper use of electronic devices is found therein, outlined in the Acceptable Use Policy (Policy # 9010) and provided

here as an important reminder to all Adults participating in CV-TEC's programs and courses.

Students are prohibited from using any device which electronically communicates, sends, receives, stores, reproduces or displays voice or text communication or data during the school day, except as expressly permitted in connection with authorized use. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, laser pointers or pens, gaming devices, tablets, laptop computers and personal digital assistants. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which disrupts the educational environment/process. If a student violates this policy, then he/she is subject to discipline under this provision or any other provision in the CVES Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and used in a responsible, non-disruptive manner.

Teachers and all other CVES personnel must adhere to the CVES AUP and should exemplify and reinforce acceptable behavior regarding the possession/use of electronic devices.

CVES is not responsible for any devices being lost, stolen or damaged while at school or at a school function. Personal electronic devices are the sole responsibility of the individual. A copy of the full policy can be found at www.cves.org.

Acceptable Use Policy (Policy # 9010)

CVES provides students, employees and guests (users) ready access to technology to assist learning and teaching, improve communications, simplify administrative tasks and promote research. CVES networks and/or technologies are resources that provide Internet, e-mail, as well as access to relevant software, printing and data storage in a secure environment.

To help fulfill these objectives, CVES has adopted this Acceptable Use Policy for Technology (AUP). The AUP is a series of guidelines covering technology use for users. Users are expected to adhere to this policy. Failure to do so can result in disciplinary action, including but not limited to, suspension of access to the CVES networks and/or technologies.

A copy of the full policy can be found online at: www.cves.org.

Discrimination/Sexual Harassment (Policy # 9012)

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.

All students enrolled in CV-TEC programs or courses are required to follow the Discrimination/Sexual Harassment Policy (Policy # 9012). A copy of the full policy can be found at: www.cves.org.

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).

All students enrolled in CV-TEC programs or courses are required to follow the Anti-Discrimination Policy (Policy # 5010). A copy of the Grievance Procedure and the full policy can be found at: www.cves.org.

Security Report Including Emergency Response and Evacuation Procedures, Timely Warnings, and Crime Log

CV-TEC makes a Campus Security Report available to prospective students and employees annually on the school's website (<http://www.cves.org>). Prospective students and prospective employees receive notice of the report and may receive a copy upon request.

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, our automated calling system, and to local news and media outlets.

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 Plattsburgh Campus: 518-561-0100 x1001
- ✓ CV-TEC Learning Hub: 518-561-0100 x2001
- ✓ CV-TEC Mineville Campus: 518-561-0100 x5001
- ✓ CV-TEC OWS Campus: 518-561-0430 x 3088
- ✓ CVES Health Safety Risk Management Coordinator: 518-561-0100 x3112

Medical Emergency (during school hours)	Security Emergency (during school hours)	After School Emergency
111	711	911

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.

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 (518-561-0100 x1001), through local television and radio stations, WPTZ, WCAX, 1340 AM, 95.5 FM, or 98.9 FM, or by checking our website www.cves.org and social media sites.

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 and/or course. These strict guidelines are in effect to protect students, faculty, and the CV-TEC facility.

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 programs/courses 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 and courses require mandatory attendance rates based on additional state/national/professional certification/licensure standards (e.g., Cosmetology, LPN, CNA, Phlebotomy, EKG).
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. Excessive absences in CTE Programs or Short-Term Courses will result in consequences that may include CTE Program or Short-Term Course dismissal. Attendance rate requirements and consequences for low attendance may vary in accordance with established state/national/professional certification/licensure requirements (e.g., Cosmetology, LPN, CNA, Phlebotomy, EKG). Short-term adult education programs have the following grace periods:
 - a. CNA – 2 class days, 0 clinical time
 - b. Home Health Aid – 2 class days, 0 clinical time
 - c. EKG – 1 class day
 - d. Phlebotomy – 1 class day
5. 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 of the missed class/exam and it must be documented through an attendance roster for that training day(s).
6. More details about attendance can be found in the **CV-TEC Adult Education Instructional Hour Make-Up Policy (#4605)**.

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 Office to verify if it has been turned in.

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.

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 assistants located at the CV-TEC campus of enrollment.

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.

Room Usage (Evening Courses)

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, 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:

- ✓ Align tables and chairs as they were found prior to class;
- ✓ Throw all waste in the trash can;
- ✓ Return all tools, materials, and equipment to their designated places;
- ✓ 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.

Student Accidents / Injuries

In the event of an emergency after school hours, call 911.

Notify your clinical supervisor or instructor *immediately* upon an accident or injury. If available, students must be seen by a school nurse. If no nurse is available, the instructor will complete a Student Accident Report. Students are expected to seek medical care from urgent care, the emergency room, or their primary care physician. If the student declines further medical care, it should be documented on the Student Accident Report with the student's signature.

Accidental Needlesticks, Blood/Body Fluid Exposures

Follow the same procedures as above with the following added precautions:

1. Wash the area immediately with soap and water or irrigate mouth/eyes thoroughly with water.
2. Notify your clinical supervisor *immediately* as you must receive care. Students should report to the Emergency Room. Treatment for exposure to HIV is ideally started within 2 hours of the injury. It is ideal if the source patient can also attend.
3. At the ER, you will most likely need:
 - a. Your health insurance information,
 - b. Indicate who the source patient is,
 - c. Complete any required incidence reports.
4. You may be asked to describe your exposure: How/when did it happen? Instruments involved? Any visible blood?
5. You will most likely be tested for HIV, Hepatitis B, and Hepatitis C. Treatments will be determined based on those results.

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:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">· 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 | <ul style="list-style-type: none">· 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 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

APPENDIX

Legal Sanctions and Risks Regarding Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol

CV-TEC makes available to all students its **Code of Conduct (Policy 5300) (Updated June 2018)** which clearly outlines CV-TEC's policies related to the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property or during any school-sponsored activities.

CV-TEC provides all students with information on available counseling, treatment, and rehabilitation services through its Student Services Office. CV-TEC also provides information regarding drug and alcohol-related health risks through its Student Services Office.

On an annual basis, CV-TEC reviews its **Wellness Policy (Policy # 8125) (Updated June 2018)** and its Health and Safety plan. CV-TEC monitors the number of drug and alcohol-related violations as well as accompanying sanctions through its Student Management System (SMS) (School Tool). CV-TEC ensures that sanctions are consistently applied (per the Code of Conduct). Health and safety data is made available annually as required under 34 CFR 86.100 with data made available at: <http://ope.ed.gov/campussafety>.

Health Risks of Alcohol and Controlled Substances:

Alcohol:

Alcohol consumption causes a number of significant changes in behavior, including but not limited to: impaired judgment, impaired coordination, sleepiness, passing out, increased aggressiveness, impairments in higher mental functions, including reduced or total memory loss "brown outs" and blackouts". Very high doses cause respiratory depression and death. If combined with other depressants much lower amounts of alcohol can cause the above effects. Repeated use of alcohol can lead to dependence. Alcohol withdrawal can be life threatening, and withdrawal can cause symptoms including severe anxiety, tremors, hallucinations, and convulsions. Long-term use of large amounts of alcohol can also cause permanent organ damage, including to the liver and brain. Use of alcohol during pregnancy can cause significant damage to the fetus such as permanent organ damage, improper body and brain development and permanent brain damage.

Controlled Substances:

Controlled substances have significant and potentially life threatening health impacts which differ based upon the type and amount of controlled substance used. For a summary of such effects for the most common types of controlled substances, go to: www.drugabuse.gov and select the particular controlled substance from the menu. In addition to sanctions applied by CV-TEC, the following State and Federal sanctions also apply:

Summary of State and Federal Laws Regarding Use and Distribution of Alcohol and Controlled Substances

ALCOHOL	
It is illegal in New York State:	Potential Sanctions
For any one under the age of 21 to possess alcohol with the intent to consume	Fines, community service and completion of awareness program
To sell alcohol to any one under 21, to anyone who is already intoxicated, or to any one who is habitually intoxicated	Violation can result in up to a \$1,000 fine and/or up to one year in jail.
To use a false ID or to provide someone else with a false ID to buy alcohol.	Fines, community service, and completion of awareness program. If the false ID is a driver's license, your license may also be suspended. Charges for criminal possession of a forged instrument or criminal impersonation penalties can include: for a misdemeanor a fine up to \$1,000 and/or up to one year in jail; or could lead to a felony conviction and sentence.
Misrepresenting one's age or that of any one else under 21 for the purposes of buying alcohol.	The penalty is a \$200 fine and/or up to five days in jail.
DUI (drive with ability impaired)	Fines and sentences vary by municipality
DWI (driving while intoxicated)	Under New York's Zero Tolerance law, for even small amounts of alcohol, your license is suspended for six months or revoked for one year.
It is illegal in many municipalities near CV-TEC: To urinate publicly To have an open container of alcohol	
OTHER DRUGS	
Federal and New York State laws provide many legal sanctions for the unlawful possession or distribution of controlled substances. These sometimes include severe criminal penalties such as fines and/or imprisonment. The severity of the penalty depends upon the nature of the criminal act and the identity and amount of the illicit drug involved. Some examples are:	
	Potential Sanctions
Prescription Drugs	Selling or giving prescription drugs without a prescription likewise is illegal. The complete range of Federal penalties for sale of marijuana and controlled substances is summarized at Federal Register Volume 55, #159 at pages 33,588-33,589.
Cocaine	Possession of even 500 mg. of cocaine can result in a maximum sentence of seven years in prison.
LSD	Possession of as little as 1 mg. can result in up to 15 years in prison.
Marijuana	Possession of up to 25 g. can result in a maximum of three months in jail or a \$500 fine.

Effects of Drugs

Table 1: Health Consequences of Alcohol and Other Drug Use

Drug	Short Term Effects	Long Term Effects of Heavy Use	Effects of Use During Pregnancy	Dependency: Phys. Psych.
Alcohol	<p>Depressed central nervous system</p> <p>Impeded attention and memory</p> <p>Impaired judgement</p> <p>Impaired vision, other senses and coordination</p> <p>Irregular or poor sleep</p> <p>Impaired driving</p> <p>High doses can result in unconsciousness and death</p>	<p>Damage to liver, heart, pancreas</p> <p>Irritation of gastrointestinal system</p> <p>High blood pressure</p> <p>Oral cancer</p> <p>Malnutrition and nutritional deficiencies</p> <p>Lowered resistance to disease</p>	<p>Can cause severe damage to developing fetus, resulting in: fetal alcohol syndrome (permanent organ damage, mental retardation, heart defects, behavioral problems, facial and/or limb irregularities, etc.)</p>	<p>Yes Yes</p>
<p>Depressants:</p> <p>Common names: Blues (amobarbital); yellow jackets (pentobarbital) purple hearts phenobarbital); reds (secobarbital) rain-bows (Secobarbital-amobarbital combinations)</p>	<p>Depressed central nervous system</p> <p>Mildly impaired coordination</p> <p>Impaired judgement and short term memory</p> <p>Impaired driving</p> <p>Reduced anxiety, lethargy</p> <p>Can control seizures</p> <p>High doses can cause irregular breathing, impaired reflexes, coma, and death</p>	<p>Disturbed sleep, chronic fatigue</p> <p>Anxiety, restlessness, depression</p> <p>Slower reflexes and impaired coordination</p> <p>Reduced sex drive, impotence</p> <p>Menstrual irregularities</p> <p>Hostility, mood swings</p> <p>Cross-tolerance to other depressants</p>	<p>Can harm the developing fetus causing: physical dependence at birth, possible birth defects such as cleft lip and palate, growth deficiencies, heart defects</p>	<p>Yes Yes</p>
<p>Hallucinogens:</p> <p>Some common types: LSD, Ecstasy, PCP, STP, mushrooms (psilocybin), etc.</p>	<p>Some of these are synthetic substances that are often much more potent than the drugs they are designed to mimic, and may contain impurities that can be hazardous to health</p> <p>Changes in perception, mood, thought and brain function</p> <p>Loss of judgement</p> <p>Disorientation, mild confusion or hallucinations</p> <p>Visual disturbances</p> <p>Increased heart rate, blood pressure and body temperature</p> <p>Nausea, vomiting and abdominal discomfort</p> <p>High doses of some hallucinogens can cause death (e.g., MDA, PMA)</p>	<p>LSD could precipitate severe psychotic episodes</p> <p>Flashbacks can re-occur spontaneously</p>	<p>Little is known about the effects of hallucinogens during pregnancy. It is safest for women planning to become pregnant or breastfeeding, not to use hallucinogens.</p>	<p>No No</p>

Notes

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:

Date

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. Matthew Walentuk
CVES
1443 Military Turnpike
Plattsburgh, NY 12901
(518) 561-0100 x3117

Ms. Maria Huntington
OneWorkSource
194 US Oval
Plattsburgh, NY 12901
(518) 561-0430 x3079

Mr. Matthew Slattery
Rise Center for Success
1585 Military Turnpike
Plattsburgh, NY 12901
(518) 561-0100 x1035

Version 1.7
6.6.25