



## NOTES FROM THE ADMINISTRATION

Welcome to the Islip Career Center.

The following information will help students get the most from their career education experience. Students will find facts they will need to know about the Islip Career Center and what is expected as a student.

Students need to take the time to carefully read and understand the information in this packet. We encourage parents/persons in parental relation to read it as well. If students have any questions, they should see their teacher, support staff personnel or administrators. They will be glad to answer any questions.

Students have the power to determine their own success. It is important to start the school year off on the right track by bringing a positive and motivated attitude to school each day. We are looking forward to working with each and every student.

### ACCESS TO SCHOOL RECORDS

Parents and students have a right to access their school records.

### ACCIDENTS AND ENSURING SAFETY

It is important to everyone at the Islip Career Center to provide a safe environment. We must all work together to ensure the good health, welfare, and safety of the total school community.

If a student has an accident and is injured, he/she must report it to the teacher immediately. A student may be given first aid and an Accident Report will be completed. By reporting every injury, no matter how small, students are protected.

To ensure a safe environment, students must adhere to the following safety rules while attending the Islip Career Center:

- Students must never run in class or hallways.
- Students must dress appropriately for their career education class. The teacher will let students know the kind of clothing that is appropriate for his/her class. In some classes, students may be required to wear safety glasses, shop coats, foot wear, gloves, or other protective equipment.
- Students must have the Parent/Person in Parental Relation/Student Consent and/or Acknowledgement form completed before operating equipment.
- Students must carry and handle tools properly and place them in their proper storage area. They need to be placed where they will not fall or cause injury to others or get damaged.
- Students need to clean up after working at any station by properly disposing of any cutting scraps or dangerous materials.

If a student or parent/person in parental relation has any questions, please contact the teacher.

### ABSENCE REPORTING

The Islip Career Center staff believes that regular and punctual attendance is essential for success in school and to prepare a student to enter the world of work. A person's attendance history is usually given strong consideration by prospective employers.

There may be times when a student will be absent from school for reasons of an accident, illness, or unavailable transportation. A student must bring in a note signed by their parent/person in parental relation explaining the reason for the absence and the date(s) of the absence.

Telephone calls are made to the home by staff regarding absences.

If a student is absent, it is his/her responsibility to make arrangements with the teacher to make up any work that is missed. If a student does not make up missed work, it may affect his/her grade at the end of the quarter.

### AWARD AND INCENTIVE PROGRAMS

**Honor Roll** -- A student can be an Honor Roll student each quarter if they achieve a 90 or better.

**Student Recognition Day Awards** -- Completing students are eligible and may be selected to receive awards for excellence at the Student Recognition Day Ceremony. See the guidance counselor for details.

## ICC EXPECTED CONDUCT/CONSEQUENCES

### Expected Behaviors

Each student is expected to be responsible for his/her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply in the classrooms throughout school and on school grounds:

- Students are expected to come to school each day prepared for work. This includes: being on time, paying attention, completing assignments, actively participating in class, working cooperatively with others, not missing or leaving school without permission and following safety rules.
- Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with their or others education.
- Students are expected to respect authority and follow directives.
- Appropriate language is expected.
- Fighting is not allowed.
- Threats of any kind are not allowed.
- Assaults on other students or staff are not allowed.
- Alcohol, tobacco, drugs and e-cigarettes are not permitted in the building or on school grounds.
- Bullying or harassment of any kind (sexual, racial or physical) will not be tolerated. If a student is being harassed for any reason, he/she should report it to the teacher and/support staff or administrator.
- A student shall not have in his or her possession on school premises firearms, knives, dangerous chemicals, or any object which could be used as a weapon (any instrument capable of inflicting bodily harm).
- Students are not to deface or destroy school property.
- Substitute teachers are to be given the same respect as regular classroom teachers.
- Students are expected to follow transportation policies.

### Disciplinary Measures

Failure to follow the ICC Expected Conduct/Consequences or the enclosed ESBOCES *Code of Conduct* can result in the following types of disciplinary measures:

- Verbal and/or written warning
- Reprimand
- Notification to parent/ person in parental relation (verbal and/or written)
- Parent/person in parental relation conferences
- Behavior Intervention Room
- Out-of-building suspension
- Police intervention (e.g. possession of or under the influence of alcohol or illegal drugs, possession of a weapon, threats, theft, harassment, assault or at the discretion of the school's administration)
- For smoking, the Department of Health will be notified and could result in monetary fines or other penalties from the County
- Appropriate monetary reimbursement for destruction of school property
- Exclusion from extra curricula activities or other privileges
- Recommended transfer from class or program
- Other appropriate measures at the discretion of the staff and administration

### Searches

Islip Career Center school officials reserve the right to search a student and his/her possessions if given reasonable cause to do so to ensure the welfare and safety for all. Desks, lockers and other storage areas are the exclusive property of the Islip Career Center and students can not have any expectations of privacy with respect to these areas.

### Due Process

Students suspected of being in violation of the school Code of Conduct, school rules, ESBOCES policies or other legal regulations will be afforded due process in accordance with New York Education Law.

## CREDIT AND GRADING

The grades for the Islip Career Center will reflect student performance in areas outlined in the N.Y. State Education Department goals, Eastern Suffolk BOCES policy and each student's recommended Career Component Plan. Teachers standards for grading are based on the IEP, classroom objectives and standards of achievement which include:

- Achievement Grade -- This includes written and practical tests, quizzes, homework, notebook, and skill performance.
- Class Participation Grade -- This is awarded daily. This grade will reflect being ready to work and the degree of cooperation, effort, participation, attentiveness, etc. If a student is absent, a zero is given for participation.
- Attendance -- Our attendance policy requires that students not be absent more than 8 days a quarter, unless the absences are due to a student's handicapping condition.

Credits for work completed at the Islip Career Center will be awarded by the home school district. Each district has its own policy for awarding credit. If a student has any questions, they should speak to the home school guidance counselor. **Report Cards** are issued four times a year. **Progress Reports** are issued during each mid quarter to provide information to the parents and the student of the expected report card grade and conduct. **Report Cards** and **Progress Reports** are located on the Parent Portal at <https://parentportal.eschooldata.com>. **Employability Profiles** will be issued at the end of the school year. A copy of the grades will be sent to the home school and becomes a part of the permanent school records. A **Completion Certificate** will be awarded to students completing who have met specified criteria. Students should see their guidance counselor for further information.

## **CUSTOMER SERVICE**

Students of the Islip Career Center may use the numerous customer services available at our center. Students must have their teacher's permission before accessing any customer service opportunity and be willing to complete the necessary paperwork before any work commences.

## **EARLY DISMISSAL**

If it is necessary for a student to leave school before dismissal time, the student must be picked up and signed out by his/her parent or person in parental relation at the ICC office. Parents/persons in parental relation will be requested to present identification at this time. If someone other than a parent or legal guardian is picking up a student, the student must:

- Have a written request which is signed by the parent or person in parental relation. This should be shown to the teacher and must be verified by phone by a parent or legal guardian well before dismissal time.
- Have the person who is picking a student up report to the office, show identification to verify the request and sign the student out.

No student will be allowed to leave school without the approval of a parent or person in parental relation.

## **FIELD TRIPS AND EXTENDED CLASSROOM OPPORTUNITIES**

Students making any type of trip sponsored by the school are required to bring in a permission slip signed by their parent/ person in parental relation. Participation in a field trip or an extended classroom opportunity is a privilege and subject to staff approval. Parents of students who take medication during the school day will be notified by the school nurse for details on medication procedures.

## **FIRE DRILLS AND OTHER EMERGENCY EVACUATIONS**

Fire drills are required by law. The procedures to be followed will be explained by the teacher.

All bomb threats are taken with the utmost seriousness. The school follows the procedures developed by the New York State Education Department, Eastern Suffolk BOCES and local police for the safe evacuation and welfare of all.

It may also be necessary at other times to lockdown the building or to evacuate the building or campus. The procedures to be followed will be explained by the teacher. To ensure students' safety and that of others, it is important to follow directions. Students may receive a disciplinary action if directions or proper procedures are not followed.

## **LOST AND FOUND**

Articles and books lost or found should be reported or delivered to the main office.

## **NURSE'S OFFICE**

The nurse's office is open while school is in session. Students wishing or needing to see the nurse must have permission and a pass signed by a member of the staff. The school nurse will provide emergency care for students in accidental or unexpected medical situations.

If a student needs to take medication during the school day, parents must inform the school nurse and adhere to the following procedures:

- A student must bring a note from his/her parent or legal guardian which gives the nurse permission to store the medication for the student's use.
- The student must give the nurse a doctor's note with instructions about dosage, times given, etc.
- The student must bring a copy of the prescription, with the original pharmacy container.
- Health forms given to students concerning medical information need to be completed and returned.

## **PERSONAL BELONGINGS**

ICC is not responsible for paying for lost or damaged personal belongings. Students should not lend another student any items such as: clothing, jewelry and electronic equipment as ICC will not be responsible for items which are lent to other students. No other items than those required for class are to be brought into school without prior permission of the teacher.

The use of electronic devices such as, but not limited to, cellular phones, iPods and hand-held gaming devices are prohibited at the Center and Center officials reserve the right to remove and retain any type of equipment of this nature from a student who fails to comply with the rules.

## **PHOTOGRAPHS**

In order for BOCES to use photographs/videotapes of students for school activities, school publications and for public information/press releases, the Parent/Person in Parental Relation/Student Consent and/or Acknowledgement form must be completed.

## **STUDENT ACTIVITIES**

**SkillsUSA** – SkillsUSA is a student leadership organization and students are encouraged to join. Members can participate in organized social events, conferences, trips, trade competitions, community fundraisers, social activities, etc.

## **TELEPHONE USE**

A telephone is available to students for emergency use only, with permission and a pass from the teacher.

## **TRANSPORTATION TO SCHOOL**

### Bus Transportation

Students must ride the school bus to and from the Career Center and follow the bus regulations which have been developed for their safety and comfort. Only students authorized by their home district may be permitted to ride school buses. If a student is not riding the school bus on a particular day, he/she must see an administrator prior to dismissal for approval. Students are not permitted to ride on another student's school bus. Arrangements cannot be made for students to ride on any other bus than what they are assigned to.

The driver is in full charge of the bus and students. Students are required to follow reasonable instructions given by the driver to ensure safe and secure transportation. Drivers are required to file a written report on all unacceptable or dangerous behaviors by students. Drivers are not permitted to discharge student passengers at any point along bus routes other than an approved drop off point.

See enclosed sheet on Student Bus Regulations for more information. Failure to comply with rules may result in suspension of bus privileges.

### Student Driving

Students with a Class D (Senior License) are only permitted to drive or ride in a vehicle other than their school bus if a form has been completed and approved at the home school and Career Center office in advance. The only reasons a student will be approved to do this are if:

- They have an auto repair scheduled in a BOCES auto shop.
- They will be on a field trip which returns after the buses have left the school.

If students have permission to drive to school, they may not have any other students with them. If a student does transport other students, that student will lose his/her driving privileges.

## **VISITORS**

Students are not allowed to bring visitors with them to the Career Center.

During the school year, new students, parents, teachers, administrators, school district representatives, industry and business representatives and future employers will be scheduled through the school office to visit the Center. Students are expected to welcome them and afford them the proper respect.

Parents are urged to visit the school and meet with staff whenever necessary, preferably scheduling visits in advance.

We hope each student has a successful and memorable year.

**The Islip Career Center  
Eastern Suffolk BOCES  
379 Locust Avenue  
Oakdale, New York 11769  
Phone (631) 244-5900**