Full Service Scoring 2022-2023
N.Y.S. 3-8 ELA, Math, & Science Test Booklet
Packaging and Delivery Instructions

Sharon Hayes Ed.D. Assistant Administrative Coordinator
School Data Bank Services
Assessment Services
To Register for Full Service Scoring Go to esboces.org
*Complete Your District Registration Through This Link

Assessment Services - Scoring & Training

Registrations for Assessment Booklet Scoring: Now being accepted through March 1, 2023. [Scoring Registration Website]

Questions?
Contact scoring@esboces.org: 631-244-4243

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Program Administrator

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Assistant Administrative Coordinator

Eileen Jaeger
Senior Office Assistant

Lisa Schiede
Senior Account Clerk

Full Service Scoring Resources:
- Full Service Booklet/Constructed Response Scoring Registration Instructions
- 2022-23 Grade 3-8 Assessment Schedule & Intake Dates
- Pricing for 2022-23 Grades 3-8 Assessments Full Service Scoring

Computer-Based Testing Resources:
- Important Information regarding 2022-23 Computer-Based Tests (CBT)
- Computer-Based Testing Support Guide (NYSED Resources)

Select topic to see related documents:

ELA  Math  Science  NYSESLAT

2022-23 Educators Guide Grades 3-8 ELA

Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2023 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and the Intermediate-level (Grade 8) Science Test

2022-23 Instructions for Submitting Online Requests for Grades 3-8 English
Register for full service scoring by March 1, 2023 at scoring.esboces.org
Assessment Intake Dates 2023

All intakes will take place at the Instructional Support Center (ISC) at Sequoya

- April 28, 2023 - ELA Intake Grades 3-8
- May 11, 2023 - Math Intake Grades 3-8
- May 31, 2023 - NYSESLAT Intake
- June 9, 2023 - Science Intake
Preparing Booklets ELA/Math/Science

- Please remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.

- Every delivered test booklet must have the same number of pages!

- Blank pages at the back of test booklets MUST NOT be removed from the test booklets.

- Test booklets are scanned and converted to electronic images for computer scoring

- Each booklet submitted must have a pre-printed student barcode label placed under the hand written student name on the FRONT of the booklet
Preparing Packaging Materials

Booklet Box contents

- NYS Test Booklets –
  - ELA Session 1 Answer Booklet & Session 2 Booklet (2 Booklets)
  - Math Session 2 Booklet (1 Booklet)
  - Science - Written (1 Booklet) only or Written & Performance (2 Booklets)

- One grade per box per building unless small enough to fit multiple grades in 1 box

- Special case booklets in manila envelopes

- Header Sheet/Roster for each box

- Please utilize sturdy cartons that can handle the weight
Place **student barcode labels** on the **front cover** of each test booklet directly under the student name to help eliminate student booklet mismatches.
Preparing ELA Test Booklets

*New in 2023*

*Return Both ELA Session 1 Answer Booklet & Session 2 Booklet for each student*

➢ Place each student’s Session 1 *Answer Booklet* inside the Session 2 Booklet, then place a rubber band around a group of 25 students (50 Booklets) each.
  • If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.

➢ If a student completed any part of the test, submit both booklets, even if one is blank.

➢ If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.
Preparing Math Test Booklets

➢ Only return Session 2 booklet (1 booklet) for each student.
➢ Place booklets in groups of 25 students, secured with a rubber band.
  ➢ If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
➢ For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.
➢ If a student completed any part of the test, submit Session 2 booklet, even if it is blank.
➢ If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.
Preparing Science Written Booklets

Place student barcode labels on the top right corner of the front cover of each test booklet to help eliminate student booklet mismatches.
Preparing Science Test Booklets
Written Only Districts

If you are returning the Written Booklets only.

➢ Place booklets in groups of 25 students, secured with a rubber band.

➢ If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted/checked in appropriately.

➢ If a student took any part of the test, please return the Written Booklet. Make sure the answer sheet session or reason not tested bubble(s) are filled out.

➢ Since you are scoring the Performance Booklets yourself you must bubble that section of the answer sheets before returning them to our center.
Preparing Science Written & Performance Booklets

Place student barcode labels on the front cover of each Science test booklet.

- Written - top right corner
- Performance – top center

to help eliminate student booklet mismatches.
If you are returning the both the Written & Performance Booklets:

- Place each student’s Performance Booklet inside the Written Booklet then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted/checked in appropriately.
- If a student took one of the two test booklets you must submit both booklets as described above.
- If a student did NOT take any part of the test, please do not submit booklets. Make sure the answer sheet sessions or reason not tested bubble(s) are filled out.
- The next slide shows the performance book process.
Preparing Science Test Booklets
Written & Performance Districts

- On the Performance Booklets there must be a group code written on each booklet and the group numbers from the *Appendix III Test Administrator’s Record Sheet* must correspond to all booklets inside that box.
- Try to keep booklets with the same group number banded together.

**Appendix III**

**Student Test Booklet**
Preparing Science Test Booklets
Written & Performance Districts

- Make a copy of the Appendix III Test Administrator’s Record Sheet to put in the box with the booklets - keep a copy at the school
- If you have more than one Appendix III Test Administrator’s Record Sheet for one box you can NOT have any group codes duplicated between the sheets unless all items are identical.
- To handle this you can create separate boxes or modify one of the two group codes on each booklet affected.
- Keep the Appendix III Test Administrator’s Record Sheet as they will need to be entered into the box registration website shown later in the presentation.
Appendix III

Test Administrator’s Record Sheet
Grade 8 Intermediate-Level Science
Performance Test, Form A

This record sheet should be completed by the person administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. The information on this record sheet will be needed to accurately score the tests. Be certain to fill in both sides of this sheet completely.

Test Administrator(s): __________________________ Date: __________________________

School Name: __________________________
School District: __________________________

Station 1: Sorting Creatures
Microscope Power and Data for Drosophila on Slide X

<table>
<thead>
<tr>
<th>Group</th>
<th>Lowest Power Available on Microscope</th>
<th>Field of View Diameter (to nearest 6.5 mm)</th>
<th>Acceptable Range for Field of View (±0.5 mm)</th>
<th>Length of Drosophila (to nearest 0.5 mm)</th>
<th>Acceptable Range for Length (±0.5 mm)</th>
<th>Number of Legs That Are Clearly Visible</th>
<th>Acceptable Range for Number of Legs (±1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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</tbody>
</table>

Test Administrator’s Record Sheet
Grade 8 Intermediate-Level Science
Performance Test, Form A (page 2)

Station 3: Woods and Water
Mass, Length, and Volume for Block B

<table>
<thead>
<tr>
<th>Group</th>
<th>Mass (to nearest 0.1 g)</th>
<th>Acceptable Range (±1.0 g)</th>
<th>Length of One Side (to nearest 0.1 cm)</th>
<th>Acceptable Range (±0.1 cm)</th>
<th>Volume (to nearest 0.1 cm³)</th>
<th>Acceptable Range (±3.0 cm³)</th>
<th>Density (to the nearest 0.1 g/cm³)</th>
<th>Does Block B sink when placed in water?</th>
</tr>
</thead>
<tbody>
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Station 3 Note: All Block B specimens must have a density greater than 1.0 and must sink when placed in water.

Note: If any materials used during the test administration were different from those specified in Appendix I, or if the administration directions were not followed exactly as written, note those differences below. Be specific. These variations can be important when scoring the students’ test booklets.
Special Case Booklets

Word Processing & Scribed Tests

➢ Students who used a word processor to complete the assessment:
  ➢ Please make a copy of the word processed responses
  ➢ Cut and tape the typed responses into the response area for the correct question numbers
    ➢ Students may have written wrong numbers in their word document.
  ➢ Please staple a 2\textsuperscript{nd} copy of the sheets of paper to the back cover of the booklet with a single staple

➢ Students who utilized a scribe to complete the assessment
  ➢ Please transcribe student responses into the response area for the correct question numbers
  ➢ Staple the sheets of paper used for dictation to the back cover with a single staple

➢ Place word processing and scribed tests into an envelope and adhere a Special Case Tracking Sheet to the outside
**Special Case Tracking Sheet**

NOTE: Please adhere this to the outside of the Special Case envelope.

*Subject:*_______  *Grade:*_____

*# of Special Case Students in envelope:*_______

*District:*________________________________________

Building:_______________________________________

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Student ID</th>
<th>Type of Special Case Exam (X)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Large Print</td>
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</tbody>
</table>
Math & Science
Assessments Needing Translations

➢ Assessments in need of translations
  ➢ Spanish – group tests together, will be translated at OSC
  ➢ Languages other than English and Spanish
    ➢ Please translate student responses, and write the translation below the students foreign language response in the booklet.
  ➢ If 2 booklets, English and alternate language, are used by a student - only submit the booklet that has the student’s responses.

➢ Alternate language books should be rubber banded separately
  ➢ Group tests by building, grade and language
    ➢ All Spanish versions should be banded together
    ➢ All other language versions should be banded together
PACKAGING Test Booklets

➢ Package tests by building in individual box(es) unless small enough to fit in one box.

➢ Place the rubber banded or bagged test booklets groups in the box.

➢ Booklets requiring special handling (scribes, word processed, large print, Braille)
   ➢ Separate these “special case” booklets and place them at the top of the box in manila envelope by grade

➢ Tape a special case tracking sheet to each envelope

➢ Alt. language books should be rubber banded separately
   ➢ All Spanish versions should be banded together
   ➢ All other language versions should be banded together

➢ Include a copy of a completed roster in the box.

➢ Please utilize sturdy cartons that can handle the weight.
Box Registration – OSC

http://status.oscworld.com/intake

➢ ESBOCES will provide your district with a username and default password (RSS).

➢ Reset the password once you have logged in.

➢ Each district has only one login that can be shared and used concurrently.

➢ Passwords will be reset for each assessment.

➢ For OSC Technical Support: Call 516-247-5300
Box Registration - OSC

After logging in you are prompted with the following screen:

➢ Choose ‘Register’ to register a new box or review boxes already registered for delivery

➢ A ‘box’ can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope

➢ Any package delivered to the intake site is considered a ‘box’
Box Registration - OSC

When you click the ‘Register’ button you are presented with the following screen:

Your RIC and District will be automatically filled in

The Subject will default to the test currently being administered

Change the subject if you want to review boxes for completed subjects
Box Registration-OSC

Selecting ‘Register Box(es)’ will result in the display of the following:

Top portion is informational

The ‘Has Existing Boxes?’ is used to tell you the number of boxes already registered for the selected subject.
Box Registration-OSC

Select the building from the drop down menu:

Select a Building:
- Amagansett Public School
- -- Select Building --
- (Multiple Buildings)
- (Out Of District)

We Have:
- One Box Containing
- OR
- Separate Boxes For
  - Grade 3
  - Grade 4
  - Grade 5

No Buildings Added.

SAVE ALL CHANGES
Select the grade(s) associated with each box you have for the selected school.

Indicate if all grades will be together in a single box or if each grade will be placed into separate box.

Add boxes brings up the screen on the next page…
Box Registration-OSC

- Number indicates count of box being registered.
- Select to change package type.
- Click to delete a box.
- Click to add a grade.
- Enter in description of box – this will appear on box label and all information screens.
- Click to delete a grade.
Enter the count of tests that fall into each category
For Math and Science include alternate language counts
Box Registration-OSC

When done with one building’s boxes, select next building to enter in that building’s boxes.

When done entering all boxes for all buildings click ‘Save All Changes’.
## Box Registration-OSC

- **Select RIC:** Eastern Suffolk BOCES
- **Select District:** Amagansett
- **Select Subject:** English Language Arts
- **Highlight Zero Counts:** [off]

### Box Details

<table>
<thead>
<tr>
<th>Edit</th>
<th>Print</th>
<th>Science Performance Sheets</th>
<th>District</th>
<th>Building Name</th>
<th>Box Name</th>
<th>Subject</th>
<th>Box Description</th>
<th>Packaging</th>
<th>Level</th>
<th>Standard</th>
<th>LG Print / Braille</th>
<th>Total</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>![edit]</td>
<td>![print]</td>
<td>![performancesheets]</td>
<td>Amagansett Public School</td>
<td>AGT-E-Enley</td>
<td>English Language Arts</td>
<td>Box</td>
<td>5</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>![delete]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>![edit]</td>
<td>![print]</td>
<td>![performancesheets]</td>
<td>Amagansett Public School</td>
<td>AGT-E-Orvis</td>
<td>English Language Arts</td>
<td>Box</td>
<td>4</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>![delete]</td>
<td></td>
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</tr>
<tr>
<td>![edit]</td>
<td>![print]</td>
<td>![performancesheets]</td>
<td>Amagansett Public School</td>
<td>AGT-E-Verda</td>
<td>English Language Arts</td>
<td>Box</td>
<td>3</td>
<td>10</td>
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<td>10</td>
<td>![delete]</td>
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</tr>
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<td>![edit]</td>
<td>![print]</td>
<td>![performancesheets]</td>
<td>Amagansett Public School</td>
<td>AGT-E-Vidal</td>
<td>English Language Arts</td>
<td>Box</td>
<td>3,4</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>![delete]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>![edit]</td>
<td>![print]</td>
<td>![performancesheets]</td>
<td>Amagansett Public School</td>
<td>AGT-E-Jovan</td>
<td>Grades 3-6 test booklets and answer sheets</td>
<td>Box</td>
<td>3,4,5,6</td>
<td>37</td>
<td>0</td>
<td>37</td>
<td>![delete]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Click ‘Print’ to print the box label**
- **Click ‘Edit’ to change the content description**
- **Select the box then click ‘Delete’ to remove the box entirely**

[Image of the Box Registration-OSC interface with annotations for guidance on how to use the interface.]
Science Box Registration only

➢ ‘Print’ button is unavailable until the Performance Sheet data is entered

Click ‘Edit’ to change the content description

Click ‘Data’ to enter the Science Performance Data from Appendix III

Select the box then click ‘Delete’ to remove the box entirely
**Verify 8th grade is selected**

**Click Add (+) to add a Performance Sheet**
Make sure the correct ‘Group’ number is entered that corresponds with the group line on the Appendix III and the students’ test.

Enter in the values listed in Appendix III for the corresponding group number.

Click ‘Add (+)’ to add more groups and corresponding values.
There are multiple testing groups for 8th grade

**Important** - clearly label the Performance booklet with a group number that matches the Test Administrator’s Record Sheet - Appendix III, and what is entered into the OSC website.

OSC will calculate the acceptable ranges for scoring from the information entered.

The website will prohibit entering fields that are out of range and will provide a warning if data is not “standard”.

![Add a Performance Sheet](image)
Box Registration-Final Steps

➢ The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.

➢ Print each box’s label.

➢ Each box must have the correct label attached to the end of the box.

➢ Link to barcode box label creation tool

http://status.oscworld.com -> choose “Box Registration for Full Service Scoring”
Box Registration-Final Steps

Example of Box Label – to be attached to the end of the box

Barcode: JAC-J-Ahsoka
District: BD JEDI ACADEMY
Building: JEDI ACADEMY CORUSCANT
Ordinary: 84
Outlier: 0
Breakdown: Standard Grade 4: 40, Grade 8: 44
Description: 4th and 8th Science tests
Contact Details: Name: Anakin Skywalker
Email: askywalker@jediacademy.com
Phone: 873-843-3672 ext. 3

Please affix this label to the box.
Delivery & Pickup at Sequoya- ISC

➢ Intake will be at 750 Waverly Ave., Holtsville
➢ Please sign in at the front entrance when you arrive at your scheduled appointment time.
➢ You will be notified at the registration table where to bring your boxes
➢ Assistance with moving your boxes is available if needed
Three weeks before the test administration you will be notified via email of your scheduled appointment time.

Boxes will be delivered to ESBOCES ISC Sequoya at your scheduled appointment time:

- If you do not have an appointment two weeks prior to test administration please call our office at 631-244-4243

A district representative must remain on site while the box(es) and their contents are verified and checked in

- Keep answer sheet box(es) separate from booklet boxes.

- A receipt will be given to the district
Online Material Available

School Data Bank Services - Assessment Services Website

www.esboces.org/assessment-services

Link to barcode box label creation tool

http://status.oscworld.com -> choose

“Box Registration for Full Service Scoring”
Contact Information

Eastern Suffolk BOCES - Instructional Support Center Sequoya
Educational Support Services
School Data Bank Services – Assessment Services

Email: scoring@esboces.org
Phone: 631-244-4243
Refresher workshops will be presented virtually closer to test administration:

- ELA Workshop - April 4, 2023
- ELA Workshop (Alt) - April 12, 2023
- Math Workshop - April 25, 2023
- NYSESLAT Workshop - May 16, 2023
- Science Workshop - May 17, 2023

For details go to School Data Bank Services - Assessment Services Website [www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)
### Eastern Suffolk BOCES Board and Administration

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**Vice President**
William K. Miller

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- James F. McKenna
- Brian O. Mealy
- Catherine M. Romano
- Robert P. Sweeney
- Norman A. Wagner
- John Wyche

**District Superintendent**
David Wicks

**Chief Operating Officer**
Ryan J. Ruf

**Associate Superintendent**
Claudy Damus-Makelele - Educational Services

**Associate Superintendent**
James J. Stucchio - Management Services

**Assistant Superintendent**
Christopher Cook - Human Resources

**Directors**
- Leah Arnold - Career, Technical and Adult Education
- Kate Davern - Educational Support Services
- Mark Finnerty - Facilities
- April Francis-Taylor - Diversity, Equity, and Inclusivity
- Susan Maddi - Administrative Services
- Vacant - Technology Integration
- Gina Reilly - Special Education
- Darlene Roces - Regional Information Center
- Wendy Tromblee - Business Services

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