



# 2013-2014 School Calendar



Educational Services That Transform Lives



## UNDERSTANDING EASTERN SUFFOLK BOCES

Educating approximately 3,500 school-age pupils and over 5,900 adults from 51 school districts from Montauk to West Islip, and providing innovative and cost-effective services on Long Island and throughout New York State, the staff and constituents of Eastern Suffolk BOCES help improve the quality of public education.

ESBOCES stands for Eastern Suffolk Board of Cooperative Educational Services. Service offerings are created at the request of member districts. Member districts are not required to purchase services from ESBOCES. When the cost and quality are superior to providing the service on their own, districts turn to ESBOCES and save money by sharing the cost. Eastern Suffolk BOCES offers the most innovative and diverse array of BOCES services in New York State and serves a geographic area of nearly 1,000 square miles. We also became the first intermediate educational agency accredited and re-accredited by the Middle States Association of Colleges and Schools. The accreditation assures that we meet rigorous external standards and represents the commitment of our staff and the outstanding quality of our programs.

New York State reimburses 30% to 65% of the costs of services used by participating districts.

## VISITS TO ESBOCES FACILITIES, SCHOOLS, AND PROGRAMS

ESBOCES and staff encourage public visitation of facilities, schools, and programs within the limits placed by the requirements of the educational program. When visiting a school, visitors must comply with visitor security procedures for that specific building or program in accordance with the ESBOCES Code of Conduct.

## ADMINISTRATIVE PERSONNEL

### CABINET

Dean T. Lucera  
District Superintendent  
687-3006 Gary D. Bixhorn  
Chief Operating Officer  
687-3001

Julie Davis Lutz, Ph.D.  
Deputy Superintendent for Educational Services ..... 687-3056

Barbara M. Salatto  
Associate Superintendent for Management Services..... 687-3014

R. Terri McSweeney, Ed.D.  
Assistant Superintendent for Human Resources..... 687-3029

### DIRECTORS/MANAGERS

Marilyn H. Adsitt  
Director of Education and Information Support Services. 244-4201

Keith Anderson  
Manager of Building Services ..... 472-8771

Robert Becker  
Director of Special Education..... 244-4033

Maureen Kaelin  
Director of Business Services ..... 687-3134

Colleen Lipponer  
Manager of Administrative Services ..... 687-3038

Leah Arnold  
Director of Career, Technical and Adult Education ..... 244-4099

Grant Nelsen  
Director of Technology Integration ..... 687-3217

Jeanne K. Weber  
Manager of Regional Information Center ..... 244-4210

Candace White-Ciraco, Ed.D.  
Director of Planning and Program Improvement ..... 687-3263

## CLOSING OF SCHOOLS

In addition to using the Connect Ed notification system, school closing notices will be announced on [www.esboces.org](http://www.esboces.org), local radio, TV, and websites whenever possible.

Radio: .....97.5 (WALK FM)  
Online: .....[www.esboces.org](http://www.esboces.org)  
.....[www.walkradio.com](http://www.walkradio.com)  
TV: .....NEWS 12

## CONTACT US

To learn more about Eastern Suffolk BOCES please visit [www.esboces.org](http://www.esboces.org) or call us at **631-289-2200**. Our website has the latest news and contacts for each of our programs. If you have a question for a specific department, call:

Administrative Services ..... **(631) 687-3038**  
Education and Information Support Services ..... **(631) 244-4201**  
Special Education Programs ..... **(631) 244-4033**  
Employee / Student Assistance Programs ..... **(631) 289-0078**  
Health and Safety Services ..... **(631) 472-8785**  
Negotiations Information Service ..... **(631) 687-3050**  
Regional Information Center ..... **(631) 244-4211**  
Regional Certification Office ..... **(631) 687-3020**  
Regional Transportation Services ..... **(631) 472-6480**  
Career, Technical and Adult Education Programs ..... **(631) 244-4099**  
Textbook Program ..... **(631) 687-3116**

## COMPONENT SCHOOL DISTRICTS

Amagansett UFSD	East Moriches UFSD	Mattituck-Cutchogue UFSD	Riverhead CSD	Springs UFSD
Bay Shore UFSD	East Quogue UFSD	Middle Country CSD	Rocky Point UFSD	Three Village CSD
Bayport-Blue Point UFSD	Eastport-South Manor CSD	Miller Place UFSD	Sachem CSD	Tuckahoe Common SD
Brentwood UFSD	Fire Island UFSD	Montauk UFSD	Sag Harbor UFSD	Waincott Common SD
Bridgewater UFSD	Fishers Island UFSD	Mount Sinai UFSD	Sagaponack Common SD	West Islip UFSD
Center Moriches UFSD	Greenport UFSD	New Suffolk Common SD	Sayville UFSD	Westhampton Beach UFSD
Central Islip UFSD	Hampton Bays UFSD	Oysterponds UFSD	Shelter Island UFSD	William Floyd UFSD
Comsewogue UFSD	Hauppauge UFSD	Patchogue-Medford UFSD	Shoreham-Wading River CSD	
Connetquot CSD	Islip UFSD	Port Jefferson UFSD	South Country CSD	
East Hampton UFSD	Little Flower UFSD	Quogue UFSD	Southampton UFSD	
East Islip UFSD	Longwood CSD	Remsenburg-Speonk UFSD	Southold UFSD	

# Table of Contents

- Administrative Personnel..... **2**
- Closing of Schools..... **2**
- Component School Districts ..... **2**
- Contact Information ..... **2**
- Understanding Eastern Suffolk BOCES ..... **2**
- Impact of Eastern Suffolk BOCES ..... **3**
- Organization ..... **4-9**
- Board Information..... **10**
- Code of Conduct (*Brochure Version*) (**2410B.1**) ..... **11**
- Policies
- (4534) Safety Plans..... **12**
- (4540) Smoking/Tobacco Use..... **12-13**
- (6100) Dignity for All Students Act - (*Abbreviated Version*) ..... **13**
- (6110) Student Attendance - (*Abbreviated Version*)..... **13**
- (6130) Equal Educational Opportunity - (*Students*)..... **14**
- (6212) Student Suspension ..... **14**
- (6214) Students' Rights and Responsibilities ..... **14**
- (2410R.1) Students' Dress Code ..... **14-15**
- (6215) Student Conduct on School Buses..... **15**
- (6216) Student Use of Electronic Communications and Telecommunications Equipment... **15-16**
- (6220) Student Alcohol & Substance Abuse - (*Abbreviated Version*) ..... **16-17**
- (6250) Student Automobile Use ..... **17**
- (6411) Provision of Interpreter Services to Parents Who Are Hearing Impaired ..... **17**
- (6420) Confidentiality of Student Records: Access and Challenge ..... **17-18**
- (6420R.1) Confidentiality of Student Records: Access and Challenge (*Abbreviated Version*)... **18**
- (6570) Complaints and Grievances by Students ..... **18**
- (5120) Equal Employment Opportunity ..... **18-19**
- (5180) Complaints and Grievances by Employees ..... **19**
- AHERA Notification ..... **19**
- Pesticide Notification ..... **19**
- Calendar ..... **20-43**

## THE IMPACT OF EASTERN SUFFOLK BOCES

There are 51 component school districts in Eastern Suffolk BOCES with a total student enrollment of 168,819 (based on the 2012-13 service year). Our services provide high quality support to districts across Long Island and throughout the state.

<b>Service</b>	<b>Participating Districts (2012-13)</b>
Educational Services .....	154
Management Services .....	92

Student enrollment in career education, special education, special career education, and adult education provides meaningful opportunities to students and helps provide the skills most in demand by the region's employers.

<b>Program</b>	<b>Enrollment (2012-13)</b>
Career Education .....	1,610
Special Career Education .....	423
Special Education .....	1,508
Adult Education .....	5,919

*Eastern Suffolk BOCES employed approximately 1,900 individuals during the 2012-13 service year.*

[www.esboces.org](http://www.esboces.org)

# Organization

## AGENCY MISSION

*Eastern Suffolk BOCES, an educational cooperative of 51 Long Island school districts, provides educational leadership, direct instruction, management, and support through quality, cost-effective instructional programs and shared services. These programs and services maximize educational and career opportunities for Long Island's diverse community of lifelong learners, both children and adults, and enhance the operational effectiveness of its schools.*

Eastern Suffolk BOCES services are continually developing the changing needs of the component districts for education, administration, and technology services. The three major divisions of our agency, Educational Services, Management Services, and Human Resources, reflect these needs.

## Educational Services

### Mission Statement

*Eastern Suffolk BOCES Educational Services Division, in partnership with the community, is dedicated to meeting the needs of diverse lifelong learners by providing a full spectrum of cost-effective educational and career learning programs and services. These services include those that empower school districts and other educational providers to build capacity for teaching and learning, ensure equitable access to the best education for all students and achieve excellence. The programs enrich life and maximize potential within the community and work force. We are committed to quality, communication, research, respect, safety and attention to our continually changing world.*

## SPECIAL EDUCATION PROGRAMS

Students with disabilities aged 5-21 meet in highly specialized classes in Eastern Suffolk BOCES learning centers or inclusive settings in component school district buildings. Inclusive settings provide students the support of very specialized services plus the opportunity for general education academic classes, special subject classes and building-wide activities.

### Bellport Academic Center (BAC)

350 Martha Avenue, Bellport, NY 11713  
Phone: (631) 286-6900, Fax: (631) 286-6955  
Matthew Matera, Principal: [mmatera@esbooces.org](mailto:mmatera@esbooces.org)

The Bellport Academic Center services students who have moderate behavioral and/or intensive counseling concerns and/or moderate to severe learning disabilities. Students are offered a departmentalized program of New York State Regents curriculum. Psychiatric services are available through collaboration with Sagamore Children's Center.

Chronological Ages: 14-21  
Grades: 9-12  
Classifications: Emotional Disturbance,  
Other Health Impaired,  
Learning Disabled  
Non-Classified: YES  
Section 504: YES  
Class Size Options: 8:1:1, (Alternative  
Education Services)  
Assessment: General Assessment  
Commencement Goal: Regents or Local Diploma

### Brookhaven Learning Center (BLC)

353 Martha Avenue, Bellport, NY 11713  
Phone: (631) 286-6700 Fax: (631) 286-1473  
Nancy Smalling, Principal: [nsmalin@esbooces.org](mailto:nsmalin@esbooces.org)

The Brookhaven Learning Center (BLC) provides a continuum of services for students ranging in age from 12-21 with moderate to severe developmental disabilities. Students participate in a Life Skills Program and significantly modified New York State curriculum. BLC includes a program for students with Autism Spectrum Disorders,

a Junior High Departmentalized Program, Senior High Departmentalized Program, and a Work Activities Center. A collaborative model enables all members of the student's instructional team to share information, determine common goals, plan and discuss each student's progress, as well as any other issues or concerns.

Chronological Ages: 12-21  
Grades: 7-12  
Classifications: Autism, Intellectual Disability,  
Multiple Disabilities,  
Other Health Impairment  
Non-Classified: NO  
Section 504: YES  
Class Size Options: 8:1:1, 12:1:1, 8:1:1 +2  
Assessment: Shared Aides  
Commencement Goal: IEP Diploma

### Centereach Academic Center (CAC)

28 Wood Road, Centereach, NY 11720  
Phone: (631) 471-6400, Fax: (631) 471-3666  
Susan Goltz, Principal: [sgoltz@esbooces.org](mailto:sgoltz@esbooces.org)

The Centereach Academic Center (CAC) is available to secondary special education and non-classified "at-risk" students between the ages of 14 and 21 with severe behavioral concerns and limited anger management skills.

CAC provides both self-contained and departmentalized classes for students with moderate to severe learning disabilities designed to guide students toward meeting graduation requirements. All students receive counseling at least one time individually and one time in a group setting each week.

Chronological Ages: 14-21  
Grades: 9-12  
Classifications: Emotional Disturbance, Learning  
Disabled, Multiple Disabilities,  
Other Health Impairment  
Non-Classified: YES  
Section 504: YES  
Class Size Options: 8:1:1, 6:1:1 (Alternative  
Education Services)

Assessment: General Assessment  
Commencement Goal: Regents, Local, and IEP Diplomas



### **Islip Academic Center (IAC)**

371 Locust Avenue, Oakdale, NY 11769  
Phone: (631) 244-5950, Fax: (631) 244-7360  
Susan Peterson, Principal: [supeters@esbooces.org](mailto:supeters@esbooces.org)

The Islip Academic Center enrolls students with moderate behavioral and/or intensive counseling concerns and moderate to severe learning disabilities. Ninth and 10th grade students receive a full-day academic program, while 11th and 12th graders receive a half-day of academics, combined with Career and Technical Education and Special Career Education programs available at either the Islip Career Center, or the Milliken Technical Center, which are also located on the Islip Campus.

Chronological Ages: 14-21  
Grades: 9-12  
Classifications: Emotional Disturbance, Learning Disabled, Intellectual Disability, Multiple Disabilities, Other Health Impairment  
Non-Classified: YES  
Section 504: YES  
Class Size Options: 8:1:1, (Alternative Education Services), 8:1:1+2  
Assessment: Shared Aides  
Commencement Goal: Regents or Local Diploma

### **Jefferson Academic Center (JAC)**

118 Spring Street, Port Jefferson, NY 11777  
Phone: (631) 476-0564, Fax: (631) 476-9322  
Christopher W. Williams, Principal:  
[cwilliam@esbooces.org](mailto:cwilliam@esbooces.org)

The academic program at the Jefferson Academic Center is available to special education students and non-classified "at risk" students from Eastern Suffolk BOCES component school districts who require an alternate approach to learning. The students have moderate to severe learning disabilities and moderate to severe behavioral and/or intensive counseling concerns.

Chronological Ages: 11-14  
Grades: 6-8  
Classifications: Emotional Disturbance, Learning Disabled, Multiple Disabilities, Other Health Impairment  
Non-Classified: YES  
Section 504: YES  
Class Size Options: 6:1:1, 8:1:1 (Alternative Education Services)  
Assessment: General Assessment  
Commencement Goal: Regents or Local Diploma

### **Masera Learning Center (MLC)**

650 Udall Road, West Islip, NY 11795  
Phone: (631) 422-1570, Fax: (631) 422-1613  
Nicole Drinkwater, Principal: [ndrinkwa@esbooces.org](mailto:ndrinkwa@esbooces.org)

The Masera Learning Center provides instruction to children with moderate to severe developmental disabilities within the autism spectrum. The staff provides specialized individual and small group instruction utilizing the following methodologies: Discrete Trials, Multi-media Instruction, Cognitive Picture Imagery, Social Stories, and Functional Behavioral Assessment/Behavior Intervention Plans.

Chronological Ages: 5-14  
Grades: K-8  
Classifications: Autism, Intellectual Disability, Multiple Disabilities  
Non-Classified: NO  
Section 504: YES  
Class Size Options: 6:1:1, 8:1:1  
Assessment: General or Alternate Assessment  
Commencement Goal: Local or IEP Diploma

### **Outreach House Academic Center**

400 Crooked Hill Road, Brentwood, NY 11717  
Phone: (631) 231-3232, Fax: (631) 231-3370  
Susan Goltz, Principal: [sgoltz@esbooces.org](mailto:sgoltz@esbooces.org)

### **Phoenix House Academic Center**

15 Industrial Road, Wainscott, NY 11975  
Phone: (631) 537-2891, Fax: (631) 537-2899  
Susan Goltz, Principal: [sgoltz@esbooces.org](mailto:sgoltz@esbooces.org)

These educational, residential, therapeutic communities help adolescents lead lives free from drugs and alcohol. ESBOCES classrooms located in these residential centers provide learning experiences in self-contained classes. The primary goal is to assist each student in developing, supporting, and reinforcing positive attitudes in order to maximize access to a New York State secondary diploma bearing curriculum.

### **Premm Learning Center (PLC)**

1200 Montauk Highway, Oakdale, NY 11769  
Phone: (631) 567-4901, Fax: (631) 563-8217  
Carolynn Hansen, Principal: [chansen@esbooces.org](mailto:chansen@esbooces.org)

The Premm Learning Center serves students with moderate to severe developmental disabilities. The students participate in a significantly modified New York State curriculum with an emphasis on functional skill development. The 12:1:4 classes emphasize a multi-sensory approach to learning.

Chronological Ages: 5-12 (5-21:12:1:4 only)  
Grades: K-6 (K-12:12:1:4 only)  
Classifications: Intellectual Disability, Multiple Disabilities, Other Health Impairment, Speech Impaired, Visually Impaired

Non-Classified: NO  
Section 504: NO  
Class Size Options: 8:1:1, 12:1:4, 8:1:1+2

Shared Aides  
Assessment: General or Alternate Assessment  
Commencement Goal: Local or IEP Diploma

### **Sayville Academic Center (SAC)**

100 Greene Avenue, Sayville, NY 11782  
Phone: (631) 567-8518, Fax: (631) 563-8750  
Michelle Carpenter, Principal: [mcarpent@esbooces.org](mailto:mcarpent@esbooces.org)

Sayville Academic Center, in collaboration with Sagamore Children's Center, provides instruction to students with moderate to severe learning disabilities, and moderate to severe behavioral and/or intensive counseling concerns. A comprehensive, structured behavior management system is used.

Chronological Ages: 5-11 (12: Sagamore only)  
Grades: K-5 (6: Sagamore only)  
Classifications: Autism, Emotional Disturbance, Multiple Disabilities, Other Health Impairment

Non-Classified: NO  
Section 504: YES  
Class Size Options: 6:1:1, 8:1:1, 8:1:1+2  
Assessment: General Assessment  
Commencement Goal: Regents or Local Diploma

### **Stony Brook Hospital Learning Center**

Nicolls Road, Stony Brook, NY 11790  
Phone: (631) 567-8518, Fax: (631) 563-8750  
Michelle Carpenter, Principal: [mcarpent@esbooces.org](mailto:mcarpent@esbooces.org)

The Stony Brook Hospital Learning Center is an elementary program facility that serves students in kindergarten through grade six. The students in attendance have been referred by a parent, or by school staff, after thorough evaluations by school social workers, psychologists, and physicians. ESBOCES instructional staff provide educational services. Students are placed in 6:1:1 class size options with one teacher and one paraeducator. Committee on Special Education approved individual paraeducators may also be provided. The staff works closely with the home school to coordinate the academic curriculum so that the instructional process continues without interruption.

# Organization

## Westhampton Beach Learning Center (WHBLC)

215 Old Riverhead Road,  
Westhampton Beach, NY 11978  
Phone: (631) 288-6400, Fax: (631) 288-6596  
Kevin Crofton, Principal: [kcrofton@esboces.org](mailto:kcrofton@esboces.org)

The Westhampton Beach Learning Center services students from 5 to 21 years of age with a wide range of developmental disabilities. In addition, it services students from 5 to 14 years of age with behavioral and learning difficulties. The primary goal of the program is to maximize each student's potential and to teach skills that will enable them to become as independent as possible within the confines of his or her disability. Program components include academics with the goal of a Regent's diploma, as well as academics with an emphasis on functional skill development, depending upon the skills and abilities of each student. Behavior management, independent living skills, self-advocacy, and social interactions are also addressed. Where needed, discrete trial teaching and applied behavioral analysis are utilized in conjunction with grade level curriculum. Functional assessments of behavior and behavior intervention plans are put in place for support when needed. At the secondary level a focus is placed on preparing students for post-secondary outcomes. The option exists for a half-day academic program with a special occupational education component for 15- to 21-year-olds.

Chronological Age: 5-21  
Grades: K-12  
Classifications: Emotional Disturbance, Learning Disabled, Multiple Disabilities, Autism, Speech Impaired, Other Health Impairment, Intellectual Disability  
Non-Classified: NO  
Section 504: YES  
Class Size Option: 6:1:1, 8:1:1, 12:1:1, 12:1:4, 8:1:1 + 2 Shared Aides  
Assessment: General or Alternate Assessment  
Commencement Goal: Regents, Local or IEP Diploma

*Brookhaven Technical Center (BTC), H.L.B. Ward Career and Technical Center (WCTC), and Islip Career Center (ICC) (see below) also provide some special education students with career and/or technical training in Special Career Education programs.*

## Regional Alternative High School Program

This program provides students in participating school districts an alternative non-traditional pathway to high school completion. This pathway offers students the opportunity to address individual and family issues that currently hamper their progress toward a New York State diploma.

"One-Size" approach doesn't fit all. Many students prosper socially, emotionally, and academically in an environment that offers lower student to teacher ratios and self-paced learning opportunities. The program will continue to offer academic education at a commencement level, development of transition skills designed to foster improved functioning for a school setting.

When requested, the program offers a General Equivalency Diploma to students who qualify for this type of Diploma.

The Program is offered at Rocky Point High School and Connetquot High School. It runs Monday through Thursday from 3:00 p.m. to 7:00 p.m.

For further information please contact Gina Reilly, Divisional Administrator for Special Education at 631-244-4052.

## CAREER AND TECHNICAL EDUCATION

The Career, Technical and Adult Education Department offers a broad array of programs designed to meet the needs of our component districts' school-age and adult students. Our focus is on improving student outcomes for secondary career, technical, and adult learners by meeting or exceeding State Education Department standards, offering career and technical courses that are State Education Department approved to award a New York State High School Diploma Technical Endorsement. Our efforts reflect our ongoing commitment to deliver quality programs that transform lives of secondary and adult learners.

## Brookhaven Technical Center (BTC)

350 Martha Avenue, Bellport, NY 11713  
Phone: (631) 286-6500, Fax: (631) 286-6524  
Sam McAleese, Principal: [smcalees@esboces.org](mailto:smcalees@esboces.org)

Career and Technical Education programs are offered to students in our component high schools in grades 11 and 12.

There are 32 different Career and Technical Education programs offered at Eastern Suffolk BOCES. All courses are recommended to carry four (4) units of graduation credit upon completion. A certificate of completion is awarded to each student who achieves an average of 65% or better and is present 90% of the school year. A certificate of mastery at the Technical Center's Recognition Day ceremony is awarded to each student who achieves an average of 85% or better and is present 90% of the school year. Nearly all CTE courses have been approved for NYSED Career and Technical Education (CTE) Endorsement, which is accompanied by possible academic credit. Advanced standing college agreements are also a benefit of CTE courses. In addition, the NYSED mandated Career and Financial Management (CFM) curriculum is embedded into the first year of each CTE course, and students can be awarded one (1) additional credit for CFM. This center also offers one Special Career Education course in Canine Careers.

## Edward J. Milliken Technical Center (MTC)

375 Locust Avenue, Oakdale, NY 11769  
Phone: (631) 244-5800, Fax: (631) 244-5814  
Thomas McGrath, Principal: [tmcgrath@esboces.org](mailto:tmcgrath@esboces.org)

Career and Technical Education programs are offered to students in our component high schools in grades 11 and 12. There are 32 different Career and Technical Education programs offered at Eastern Suffolk BOCES. All courses are recommended to carry four (4) units of graduation credit upon completion. A certificate of completion is awarded to each student who achieves an average of 65% or better and is present 90% of the school year. A certificate of mastery at the Technical Center's Recognition Day ceremony is awarded to each student who achieves an average of 85% or better and is present 90% of the school year. Nearly all CTE courses have been approved for NYSED Career and Technical Education (CTE) Endorsement which is accompanied by possible academic credit. Advanced standing college agreements are also a benefit of CTE courses. In addition, the NYSED mandated Career and Financial Management (CFM) curriculum is embedded into the first year of each CTE course, and students can be awarded one (1) additional credit for CFM.

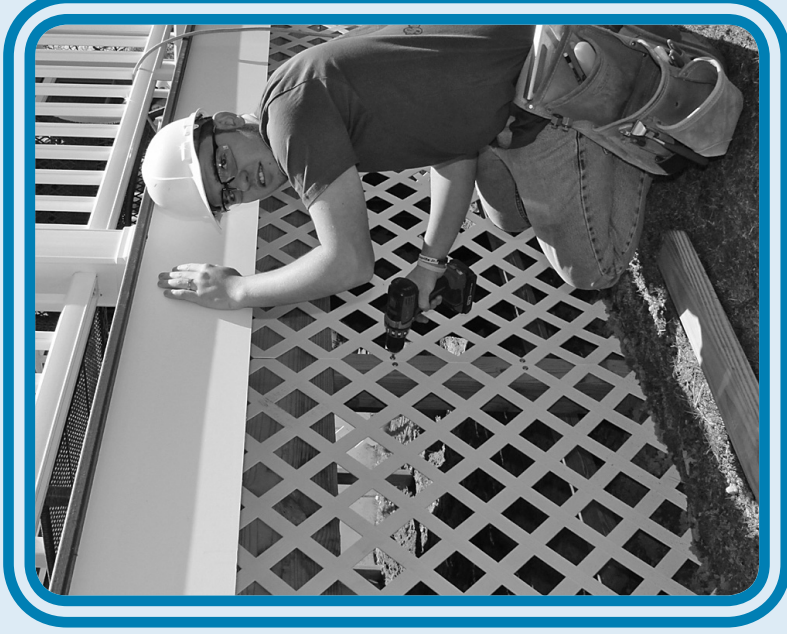


**H. B. Ward Career and Technical Center (WCCTC)**  
 970 North Griffing Avenue, Riverhead, NY 11901  
 Phone: (631) 369-8100, Fax: (631) 369-5375  
 Marie Davis, Principal: [mdavis@esbooces.org](mailto:mdavis@esbooces.org)

Career and Technical Education programs are offered to students in our component high schools in grades 11 and 12. There are 32 different Career and Technical Education programs offered at Eastern Suffolk BOCES. All courses are recommended to carry four (4) units of graduation credit upon completion. A certificate of completion is awarded to each student who achieves an average of 65% or better and is present 90% of the school year. A certificate of mastery at the Technical Center's Recognition Day ceremony is awarded to each student who achieves an average of 85% or better and is present 90% of the school year. Nearly all CTE courses have been approved for NYSED Career and Technical Education (CTE) Endorsement which is accompanied by possible academic credit. Advanced standing college agreements are also a benefit of CTE courses. In addition, embedded into all first-year programs is the NYSED mandated Career and Financial Management (CFM) curriculum. Students can be awarded one (1) additional credit for CFM.

Special Career Education programs provide career and technical education and training to special education students, 15.5 - 21 years of age, from component school districts. Students are recommended for placement by the local school district Committee on Special Education. Training in work skills prepares students for entry-level employment or mainstream placement in more advanced technical training. Students receive additional specialized services designed to meet their Individualized Education Plan (IEP) goals or to help them achieve success in their transitional plan. In addition, embedded into all first-year programs is the NYSED mandated Career and Financial Management (CFM) curriculum. Students can be awarded one (1) additional credit for CFM.

Chronological Age: 15.5-21  
 Grades: 9-12  
 Classifications: Emotionally Disabled, Learning Disabled, Intellectual Disability, Other Health Impaired  
 YES  
 YES  
 Non-Classified: YES  
 Section 504: YES



Class Size Option: 8:1:1, 12:1:1  
 (Alternate Education Services)  
 Assessment: General Assessment  
 Commencement Goal: Regents or Local Diploma

**Islip Career Center (ICC)**  
 379 Locust Avenue, Oakdale, NY 11769  
 Phone: (631) 244-5900, Fax: (631) 244-5936  
 Peter J. Lepore, Principal: [plepore@esbooces.org](mailto:plepore@esbooces.org)

Special Career Education programs provide career and technical education and training to special education students, 15.5 - 21 years of age, from component school districts. Students are recommended for enrollment in this program by the local school district Committee on Special Education. Training in work skills prepares students for entry-level employment or mainstream placement in more advanced technical training. Students receive additional specialized services designed to

meet their Individualized Educational Plan (IEP) goals or to help them achieve success in their transitional plan. In addition, embedded into all first-year programs is the NYSED mandated Career and Financial Management (CFM) curriculum. Students can be awarded one (1) additional credit for CFM.

Chronological Age: 15.5-21  
 Grades: 9-12  
 Classifications: Emotionally Disabled, Learning Disabled, Intellectual Disability, Other Health Impaired  
 YES  
 YES  
 Non-Classified: YES  
 Section 504: YES  
 Class Size Option: 8:1:1, 12:1:1  
 Assessment: (Alternate Education Services)  
 General Assessment  
 Commencement Goal: Regents or Local Diploma

**Suffolk Aviation Academy (SAA)**

Calabro Airport 133 Dawn Drive, Shirley, NY 11967  
 Phone: (631) 399-4117, Fax: (631) 399-4120  
 Janet Kiley, Program Administrator:  
[jkiley@esbooces.org](mailto:jkiley@esbooces.org)

Career and Technical Education programs are offered to students in our component high schools in grades 11 and 12. There are 32 different Career and Technical Education programs offered at Eastern Suffolk BOCES. All courses are recommended to carry four (4) units of graduation credit upon completion. A certificate of completion is awarded to each student who achieves an average of 65% or better and is present 90% of the school year. A certificate of mastery at the Academy's Recognition Day ceremony is awarded to each student who achieves an average of 85% or better and is present 90% of the school year. Nearly all CTE courses have been approved for NYSED Career and Technical Education (CTE) Endorsement which is accompanied by possible academic credit. Advanced standing college agreements are also a benefit to CTE courses. In addition, embedded into all first year programs is the NYSED mandated Career and Financial Management (CFM) curriculum. Students can be awarded one (1) additional credit for CFM. Curriculum instruction prepares students to qualify for the FAA Examination for the Private Pilots' Certificate or Airframe Mechanics' Certificate.

# Organization

## ADULT CAREER AND TECHNICAL EDUCATION PROGRAMS

### Brookhaven Technical Center (BTC)

350 Martha Avenue, Bellport, NY 11713  
Phone: (631) 286-6585, Fax: (631) 286-6582  
Donna Singer, Program Administrator:  
[dsinger@esboces.org](mailto:dsinger@esboces.org)

### Edward J. Milliken Technical Center (MTC)

375 Locust Avenue, Oakdale, NY 11769  
Phone: (631) 286-6585, Fax: (631) 286-6582  
Donna Singer, Program Administrator:  
[dsinger@esboces.org](mailto:dsinger@esboces.org)

### H. B. Ward Career and Technical Center (WCCTC)

970 North Griffing Avenue, Riverhead, NY 11901  
Phone: (631) 286-6585, Fax: (631) 286-6582  
Donna Singer, Program Administrator:  
[dsinger@esboces.org](mailto:dsinger@esboces.org)

### Adult Education Center (AEC)

100 Second Avenue, Brentwood, New York 11717  
Phone: (631) 582-2387 • (631) 234-7860,  
Fax: (631) 582-2649  
Donna Singer, Program Administrator:  
[dsinger@esboces.org](mailto:dsinger@esboces.org)

In order to compete in today's highly technical world, more of our Suffolk residents are going back to school in the Eastern Suffolk BOCES Adult Education Program. Operating on four campuses in the towns of Riverhead, Brookhaven, and Islip, the course offerings are varied and provide for participants to learn specific skills that increase a student's level of employability.

The Adult Education catalog and spring flyer are mailed to over 260,000 homes in Suffolk County, and are available online at [www.esboces.org](http://www.esboces.org). We offer numerous courses and programs that meet the employment needs of Long Island's developing workforce.

The Adult Career & Technical Education Program offers courses in the following categories to adult students 18 years of age or older:

- Animal Science
- Audio Video Production
- Business
- Computer Graphics
- Computer Technology
- Construction Trades
- Culinary Arts
- Cosmetology & Barbering
- Health Careers
- Heating, Refrigeration & Air Conditioning
- Informative & Enterprising
- Languages
- Landscape Design
- Paralegal Studies
- Photography
- Transportation Technology
- Welding

You can develop your talents and learn new skills through more than 150 state-of-the-art courses, many of which carry New York State credentials. Students are offered sequences of study and job placement information. Residents who are interested in registering for our classes will learn about funding opportunities that may be available to support your chosen field of study.

### HEALTH CAREERS PROGRAM

Phone: (631) 582-2387, Fax: (631) 582-2649  
Debra Epilone, Program Administrator:  
[depilone@esboces.org](mailto:depilone@esboces.org)

### Health Careers at Adult Education Center

100 Second Avenue, Brentwood, New York 11717

### Brookhaven Technical Center (BTC)

350 Martha Avenue, Bellport, NY 11713

The Career, Technical and Adult Education Department provides career education in the health field which includes Practical Nursing, Nurse Assistant, Dental Assistant, EKG Technician, Phlebotomy, Medical Terminology, Medical Office Biller/Coder, Clinical Medical Assistant and Certified Personal Trainer to students who have graduated from an accredited secondary school or have earned a High School Equivalency Diploma. Candidates for admission in the Practical Nursing Program must pass an entrance exam and interview process in order to be considered for admission. This program is only offered at the Adult Education Center in Brentwood. Practical Nursing offers programs each September: 11-month, full-time day program, and 17-month, part-time evening for level one and full day for level two. Upon graduation, the student is eligible to take the NYS licensing examination. The Nurse Assistant Program is offered in the fall, winter, and spring time frame either in the evening or during the day. Upon completion of this course, students are able to take the NYS certification examination. Upon completion of the Medical Office Assistant, Office Biller/Coder, EKG, Clinical Medical Assistant and Certified Personal Trainer programs, students are eligible to take the national certification exams in the areas studied. Students participate in clinical learning in courses where applicable.

High school health courses are offered to high school juniors and seniors. Juniors and seniors may enroll in Nurse Assisting, Clinical Medical Assisting, Dental Assisting, Pharmacy Technician, Certified Personal Trainer and Health Related Occupations. Upon successful completion of Clinical Medical Assisting and Certified Personal Trainer programs, students are eligible to take a national certifying exam and Nurse Assistant students are eligible to take the New York State certifying exam. High school juniors may take the entrance exam for Practical Nursing and Pharmacy Technician. Successful score on the entrance exam grants admission to Practical Nursing or Pharmacy Technician in the high school student's senior year.



## ADULT LITERACY PROGRAM

Phone: 631-234-7860, Fax: 631-234-7334  
Donna Singer, Program Administrator:  
[dsinger@esboeces.org](mailto:dsinger@esboeces.org)

Eastern Suffolk BOCES offers three programs devoted to Adult Literacy. All classes offered meet NYS guidelines. Students are given an entrance assessment to determine appropriate class placement.

**Adult Basic Education / Adult Secondary Education (ASE)** (formerly the GED® Program): Classes offer self-paced large and small group instruction to help students improve basic skills, reading, writing, math, science, social studies, employability skills, and consumer education. The ASE class provides favorable conditions to study to pass the High School Equivalency Diploma (GED®) exam.

### English for Speakers of Other Languages (ESOL):

Classes offer self-paced, small group instruction to help students improve English speaking, listening, reading, and writing skills. In addition, these classes provide students with information regarding citizenship, consumer education, and cultural awareness.

Both day and evening classes are offered. Students under 21 years of age may be enrolled through their home school district.

ESOL, Adult Basic Education, and High School Equivalency classes are offered at various sites in the Eastern Suffolk BOCES catchment area.

## EDUCATIONAL PROGRAM FOR INCARCERATED PERSONS

Riverhead Correctional Center  
Suffolk County Day Reporting Center  
Yaphank Correctional Center

Phone: (631) 369-7587, Fax: (631) 208-3527  
Robert Dembia, Administrative Coordinator:  
[rdembia@esboeces.org](mailto:rdembia@esboeces.org)

These programs provide for the educational needs of the inmates at both the Yaphank and Riverhead Correctional facilities as well as the Suffolk County Day Reporting Center. Instruction is designed to increase achievement in reading, mathematics, and oral and written expression, leading to credit recovery and/or GED® completion. Classes meet five days per week for three hours per day. English as a Second Language is also provided to Limited English Proficiency (LEP)/English Language Learner (ELL)

inmates. The Program for Incarcerated Youth serves inmates under the age of 21. A separate program serves inmates who are older than 21.

## EDUCATION AND INFORMATION SUPPORT SERVICES

The Department of Education and Information Support Services offers a variety of high-quality programs and services designed to assist school districts in our region and beyond in enhancing instruction with the goal of improving student outcomes. Research-based and targeted to meet local needs, these services are available for teachers, administrators, support staff, Boards of Education, parents, and students.

Education and Information Support Services continues to improve communication with our districts through the increased use of technology and data, including a variety of listservs and web-based information.

Initiatives include:

- Assessment Services
- Arts-in-Education/Exploratory Enrichment
- Coaching/Professional Development
- Collaborations with local colleges and universities
- Cultural Competence
- Curriculum Development and Alignment
- Distance Learning/Blended Learning
- Educational Leadership and Support
- Grant Writing
- Junior Naval/Air Force ROTC
- Literacy Programs/Reading Recovery
- Model Schools
- My Learning Plan
- NYS Standards and Assessments
- Race to the Top/APPR
- Regional Scoring Services
- School Data Bank Services (Data Warehousing)
- School Library System

- Science Programs
- Shared Coordinator
- Software Training
- Special Education Student Management Services
- Strategic Planning
- Student Enrichment Programs
- Student Management Systems
- Test Scanning and Reporting Services

## Management Services

### Mission Statement

Eastern Suffolk BOCES Management Services Division addresses the diverse needs of our educational community. The Division is a unique regional and internal resource dedicated to continuing its proven history of innovation, expertise, and a deep commitment to quality. The Division designs, provides, and facilitates services and specialized information in the areas of administration, technology, support, and management. Through the delivery of these effective services, the Division assists BOCES programs and Long Island school districts in accomplishing their respective missions.

## Human Resources

### Mission Statement

Eastern Suffolk BOCES Human Resources Department advances the region's pursuit of excellence by fostering expertise and best practices in development of the agency's most valuable resources – high-performing people and quality programs. Through a collaborative effort, the Department provides a range of services that promote staff development, outreach, communications, and research that capitalize on the diverse backgrounds, and experiences of the agency's staff. Together, these efforts allow the Department to support the growth of services and programs that build capacity for teaching and learning throughout the region.

# Board Information

## ABOUT THE EASTERN SUFFOLK BOCES BOARD

A 15-member Board elected by the Boards of Education of our component school districts governs Eastern Suffolk BOCES. Board members serve for three-year terms that are staggered so that five seats open each year. An ESBOCES Board member must reside within the boundaries of a component school district but need not be a member of a school board. An ESBOCES Board member may not be an employee of a component school district. The Board is the official policy-making body of ESBOCES. Among the Board's duties and responsibilities are the following:

- Establish policies for the operation of ESBOCES
  - Set goals and develop a vision for the agency
  - Build community support and promote understanding of the agency
  - Offer career and technical education programs that meet regional needs
  - Offer special education programs that meet regional needs
  - Offer shared services to local school districts
  - Provide administrative support to local school districts
  - Appoint a district superintendent
  - Prepare administrative, capital, and program budgets
  - Prepare and maintain a strategic plan to meet the need for services in the region
  - Employ staff to carry out programs and services
  - Maintain facilities to house programs and services
  - Provide transportation for students to ESBOCES programs
- ESBOCES Board members, like all school board members in New York State, serve on a volunteer basis and receive no pay for their services.



**Eastern Suffolk BOCES Board members:** (standing, l. to r.) Joseph LoSchiavo, William K. Miller, Walter Wm. Denzler, Jr., William Hsiang, Jeffrey Smith, Fred Langstaff, Chris Garvey, Stephen Dewey, Ph.D., John Wyche, (seated, l. to r.) Anne Mackesey, Katherine J. Heitlein, Lisa Israel, Sandra Townsend, Pamela Bethell, and Susan Lipman.

## PARTICIPATION BY THE PUBLIC AT ESBOCES BOARD MEETINGS

ESBOCES desires to hear the viewpoints of residents, staff members, and other individuals having legitimate business before ESBOCES, and also needs to conduct its business in an orderly and efficient manner.

Comments and questions at a regular meeting may deal with any topic related to ESBOCES conduct of its schools or programs. Comments at special meetings must be related to the call of the meeting.

Members of the public shall be heard at the beginning of the meeting, at the discretion of the Board, and will not be recognized by the President as ESBOCES conducts its official business.

## BOARD MEETING DATES

Please note that our component school districts will meet on **Wednesday, April 23, 2014**, to vote on our Administrative Budget and Board Elections.

- |                      |                 |  |
|----------------------|-----------------|--|
| July 15, 2013        | ..... 7:00 p.m. | ..... James Hines Administration Center      |
| * July 15, 2013      | .....           | Immediately following Organization Meeting   |
| * August 28, 2013    | ..... 7:00 p.m. | ..... H. B. Ward Career and Technical Center |
| * September 18, 2013 | ..... 7:00 p.m. | ..... James Hines Administration Center      |
| * October 30, 2013   | ..... 7:00 p.m. | ..... H. B. Ward Career and Technical Center |
| * November 20, 2013  | ..... 7:00 p.m. | ..... James Hines Administration Center      |
| * December 18, 2013  | ..... 7:00 p.m. | ..... James Hines Administration Center      |
| * January 29, 2014   | ..... 7:00 p.m. | ..... H. B. Ward Career and Technical Center |
- 
- |                      |                 |  |
|----------------------|-----------------|--|
| ** February 26, 2014 | ..... 5:00 p.m. | ..... H. B. Ward Career and Technical Center |
| * February 26, 2014  | ..... 8:30 p.m. | ..... H. B. Ward Career and Technical Center |
| * March 19, 2014     | ..... 6:00 p.m. | ..... Bellport Academic Center               |
| *** April 2, 2014    | ..... 7:00 p.m. | ..... James Hines Administration Center      |
| * April 30, 2014     | ..... 7:00 p.m. | ..... James Hines Administration Center      |
| * May 28, 2014       | ..... 7:00 p.m. | ..... Bellport Academic Center               |
| * June 25, 2014      | ..... 7:00 p.m. | ..... H. B. Ward Career and Technical Center |
- Organization Meeting    \*Regular Meeting    \*\*Budget Review Meeting    \*\*\*Annual Meeting



# Code of Conduct

## CODE OF CONDUCT - 2410B.1

### Brochure Version

#### Purpose

The Eastern Suffolk BOCES Board is committed to maintaining high standards of excellence for all students in all programs. The Board believes that providing a safe and orderly environment where students may receive quality educational services without disruption or interference is essential. Maintaining a climate of mutual respect and dignity promotes learning and ensures that students' rights are honored. Accordingly, the Board has developed a Code of Conduct (Administrative Regulation 2410R.1) in accordance with New York State State Schools Against Violence in Education (SAVE) Legislation and the Dignity for All Students Act.

#### Responsibilities of Students, Staff, Parents and Visitors

Eastern Suffolk BOCES has a long-standing set of expectations for conduct of students, staff, parents/guardians, and visitors while on Eastern Suffolk BOCES property, at Eastern Suffolk BOCES functions, and on buses transporting students to/from Eastern Suffolk BOCES facilities and Eastern Suffolk BOCES functions. Meeting these expectations requires a partnership between Eastern Suffolk BOCES, parents/guardians, and community. Eastern Suffolk BOCES recognizes the need to clearly define these expectations for acceptable conduct and to identify the possible consequences of unacceptable conduct so that discipline, when necessary, is administered fairly and promptly.

#### Guidelines For Behavior

We believe that the best behavior arises from self-discipline and self-control. Students who violate the Code of Conduct will be required to accept the consequences for their behavior. In accordance with the Code of Conduct, Eastern Suffolk BOCES has established the following general guidelines:

#### Expected Conduct:

- All students have the responsibility to be familiar with and abide by all Eastern Suffolk BOCES policies, rules, and regulations dealing with student conduct.
- All students have the responsibility to contribute to maintaining a safe and orderly environment that is conducive to learning and show respect to other persons and property.
- All students have the responsibility to attend class every day unless legally excused and be in class on time and prepared to learn (Board Policy 6110).
- All students have the responsibility to work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- All students have the responsibility to react to direction given by all Eastern Suffolk BOCES employees in a respectful, positive manner.
- All students have the responsibility to utilize resources to control their anger (e.g., join an anger management group, speak to a

guidance counselor or social worker, visit a BIR, consult with peer leaders).

- All students have the responsibility to seek help in solving problems (e.g., requesting permission to use a Conflict Resolution Program, being receptive to Non-Violent Crisis Intervention techniques and philosophy).
- All students have the responsibility to give proper attention to personal cleanliness and to dress appropriately for Eastern Suffolk BOCES and Eastern Suffolk BOCES functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Specific dress code guidelines are noted in the detailed version of the Code of Conduct and the Eastern Suffolk BOCES calendar.
- All students have the responsibility to be accountable for their actions and to conduct themselves as representatives of Eastern Suffolk BOCES when participating in or attending Eastern Suffolk BOCES-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- All students, parents/guardians, and other visitors have the responsibility to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of others, and for the care of facilities and equipment.
- All students, parents/guardians, and other visitors have the responsibility to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

#### Prohibited Conduct:

- Conduct that is disorderly
- Conduct that is subordinate
- Conduct that is disruptive
- Conduct that is violent
- Conduct that endangers safety, morals, health, or welfare of self or others
- Misconduct on a school bus
- Academic misconduct

#### Consequences

Students may be subject to disciplinary action up to and including suspension from Eastern Suffolk BOCES for violation of the Code of Conduct. When determining disciplinary action, Eastern Suffolk BOCES will take into consideration the student's age, nature of the offense and circumstances that led to the offense, student's prior disciplinary record, effectiveness of other forms of discipline, information from parents/guardians, teachers and/or others as appropriate, and other extenuating circumstances, such as medications. If the conduct of the student is related to a disability or suspected disability, specific procedures outlined in the detailed version of the Code of Conduct will be followed.

Suspension from Eastern Suffolk BOCES is a severe consequence which may be imposed on insubordinate, disorderly, violent, or

disruptive students, or those whose conduct otherwise endangers the safety, morals, health, or welfare of self or others. Short-term suspensions involve a period of one to five days. However, as prescribed by law, the following behaviors are serious enough to justify referral of students to the home school district for long-term suspension (more than five days):

#### ■ Bringing a weapon to Eastern Suffolk BOCES:

Any student determined to have brought a weapon onto Eastern Suffolk BOCES property will be subject to suspension from Eastern Suffolk BOCES for at least one calendar year. A student with a disability may be suspended only in accordance with the requirements of State and Federal law.

#### ■ Committing or threatening to commit violent acts:

Any student determined to have committed or threatened to commit a violent act, other than bringing a weapon onto Eastern Suffolk BOCES property, shall be subject to a minimum suspension from Eastern Suffolk BOCES for at least four days.

#### ■ Repeatedly and substantially disrupting the educational process or repeatedly and substantially interfering with the teacher's authority over the classroom:

Any student who is repeatedly and substantially disruptive to the educational process or substantially interferes with the teacher's authority over the classroom, as defined by the Shared Decision Making Committee of the building in which the student is enrolled, shall be subject to a minimum suspension from Eastern Suffolk BOCES for at least four days.

In all cases of suspension, parents/guardians are requested to accompany their child for a reinstatement conference prior to readmission to Eastern Suffolk BOCES. In extreme cases of misconduct or violation of the Code of Conduct, police intervention may be necessary.

#### Procedures

Eastern Suffolk BOCES procedures adhere to all due process requirements and are consistent with Federal and State laws and Eastern Suffolk BOCES policies. Clarification about these requirements, laws, and policies is included in the *Safe Schools Against Violence in Education (SAVE) Implementation Documents* available upon request in each of our facilities. Violation of the Code of Conduct may necessitate the use of time-honored building intervention techniques, formal removal from class, or suspension from Eastern Suffolk BOCES. In the event that a formal removal or suspension from Eastern Suffolk BOCES is authorized, a well-defined set of procedures is followed that will include a parent's/guardian's right to timely notification and follow-up conference. Details of the Code of Conduct will be reviewed with students at a general assembly at the beginning of the instructional year and individually with mid-year entrants.

The complete version of the Eastern Suffolk BOCES Code of Conduct is available for review at instructional sites and online at [http://www.esbores.org/about\\_us/code\\_of\\_conduct.aspx](http://www.esbores.org/about_us/code_of_conduct.aspx).

# Policies

*The Eastern Suffolk BOCES Board has adopted more than 200 policies. Below are select policies pertaining to students and staff. All agency policies can be accessed via the Eastern Suffolk BOCES website.*

## **SAFETY PLANS - POLICY 4534**

Eastern Suffolk BOCES has developed, and will update by July 1 of each succeeding year, a comprehensive Agency-wide safety plan and building-level safety plans, as enumerated in NYS Education Law and Commissioner's Regulations, and in a form as prescribed by the NYS Commissioner of Education. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and ESBOCES with local and county resources in the event of such incidents or emergencies. Each plan shall be reviewed by the appropriate ESBOCES safety team on at least an annual basis, updated as needed, and recommended to the Board for approval. However, Agency-wide and building-level safety plans shall be adopted by the Board only after at least one public hearing that provides for the participation of employees, parents, students, and any other interested parties. Further, ESBOCES shall make the Agency-wide and building-level safety plans available for public comment at least thirty (30) days prior to their adoption, provided that only a summary of each building-level emergency response plan (i.e., building-level safety plan) shall be made available for public comment.

### **Agency-Wide Safety Plan**

"Agency-wide safety plan" means a comprehensive, multi-hazard safety plan that covers all buildings of ESBOCES, that addresses prevention and intervention strategies, emergency response and management at the Agency level, and has the contents as prescribed in NYS Education Law and Commissioner's Regulations.

The Agency-wide safety plan shall be developed by the ESBOCES Health and Safety Committee established by the Board. The Health and Safety Committee shall be established in a manner consistent with Commissioner's Regulations, SED guidance, and ESBOCES regulations and shall include, but not be limited to, ESBOCES officials, employees, bargaining units, and parents.

### **Building-Level Safety Plans**

"Building-level safety plan" means a building-specific emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level, and has the contents as prescribed in NYS Education Law and Commissioner's Regulations.

The building-level plan shall be developed by the building-level safety team. The building-level safety team means a building-specific team appointed by the building principal or administrator in accordance with regulations or guidelines prescribed by ESBOCES. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, ESBOCES safety personnel, other ESBOCES employees, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives ESBOCES deems appropriate.

### **Filing/Disclosure Requirements**

ESBOCES shall file a copy of its comprehensive Agency-wide safety plan and any amendments thereto with the NYS Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the State police within thirty (30) days of its adoption. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other provision of law. Readopted: 11/14/12

## **SMOKING/TOBACCO USE POLICY 4540**

The Board recognizes the health hazards associated with smoking, secondhand smoke, and the use of other tobacco products. Therefore, smoking and the use of other tobacco products is prohibited at all times by employees, students, and visitors on Eastern Suffolk BOCES property, and within one hundred (100) feet of the entrance, exit, or outdoor area of any ESBOCES facility. However, this shall not apply to smoking in a residence or within the real property boundary lines of such residential real property.

### **Definitions**

"ESBOCES property" means any building, structure, and surrounding outdoor grounds, including entrances and exits,

contained within the defined property boundaries (as registered in the County Clerk's Office) of all ESBOCES elementary and secondary facilities and administration buildings (whether owned or leased by ESBOCES), as well as all ESBOCES vehicles, including vehicles used to transport students or ESBOCES employees, whether the vehicles are leased or owned by ESBOCES.

"Tobacco" is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco, and any other smoking or tobacco product (smokeless, dip, chew, snus, and snuff) in any form.

The use of e-cigarettes and any other products containing nicotine, except for FDA-approved smoking cessation products, are also prohibited.

### **Off ESBOCES Grounds**

Tobacco use is prohibited by students at any ESBOCES-sponsored event or activity off ESBOCES grounds.

### **Posting/Notification of Policy**

In compliance with the New York State Clean Indoor Air Act, ESBOCES will prominently post, in ESBOCES buildings and other appropriate locations, a copy of this policy and signs prohibiting all forms of tobacco products and will supply a copy of this policy upon request to any current or prospective employee. Each Building Principal shall advise individuals who smoke in a non-smoking area that they are in violation of the New York State Public Health Law, Education Law, the Federal Pro-Children Act of 1994, and ESBOCES policy.

ESBOCES shall also ensure that this policy is communicated to employees, students, parents/guardians, and visitors as deemed appropriate in order to orient all persons to the ESBOCES "No Smoking" policy and environment.

### **Prohibition of Tobacco Promotional Items/ Tobacco Advertising**

The use of tobacco promotional items (e.g., brand names, logos, and other identifiers) by ESBOCES employees and students is prohibited:

1. on ESBOCES grounds;
2. in ESBOCES vehicles;
3. at ESBOCES-sponsored events, including those that take place off ESBOCES grounds and in another state;
4. in ESBOCES publications;



## **SMOKING/TOBACCO USE POLICY 4540** (Continued)

5. on clothing, shoes, accessories, gear, and school supplies.

This prohibition of tobacco promotional items shall be implemented in accordance with the Code of Conduct and applicable collective bargaining agreements.

In addition, tobacco advertising by ESBOCES employees and students is also prohibited in all ESBOCES-sponsored publications and at all ESBOCES-sponsored events. ESBOCES will request, whenever possible, tobacco-free editions of periodical publications for classroom and library use.

Readopted: 6/26/13

## **DIGNITY FOR ALL STUDENTS ACT POLICY 6100** (Abbreviated Version)

The Board recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and an educational institution's ability to educate students, is compromised by incidents of discrimination or harassment, including, but not limited to, bullying, taunting, and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, Eastern Suffolk BOCES will strive to create an environment free of bullying, discrimination, and/or harassment and will foster civility within its facilities to prevent and prohibit conduct which is inconsistent with its educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated. *Cyberbullying* is defined as harassment or bullying by any form of electronic communication, and includes incidents occurring off ESBOCES property, that creates or would foreseeably create a risk of substantial disruption within the ESBOCES environment.

ESBOCES condemns and prohibits all forms of bullying, discrimination, and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by ESBOCES employees or students on ESBOCES property and at ESBOCES-sponsored activities and events that take place at locations off ESBOCES property. In addition, any act of bullying, discrimination, and/or harassment, outside of ESBOCES-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

### **Dignity Act Compliance Officer**

At its annual Organizational Meeting, the Board shall appoint a Dignity Act Compliance Officer.

### **Dignity Act Coordinator**

At least one (1) employee at every instructional facility shall be designated as Dignity Act Coordinators. The Dignity Act Coordinators will be thoroughly trained and licensed and/or certified by the Commissioner to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), and sex. The Board shall appoint the Dignity Act Coordinators and share the names and contact information with all ESBOCES employees, students, and parents/guardians. The names and contact information are available on the ESBOCES website, are posted in each instructional building, and are available at ESBOCES administration offices.

Rules against bullying, discrimination, and/or harassment will be included in the Code of Conduct, publicized Agency-wide, and disseminated to all employees and parents. The ESBOCES Code of Conduct is also ESBOCES Administrative Regulation 2410R.1. Any changes to this Regulation are immediately updated to the ESBOCES internal document management system, eDocs, as well as to the ESBOCES website. All new employees are made aware of the ESBOCES Code of Conduct at New Employee Orientations. An age-appropriate summary shall be distributed to all students at an assembly at the beginning of each instructional year.

### **Reports and Investigations of Bullying, Discrimination and/or Harassment**

ESBOCES will investigate all complaints of bullying, discrimination, and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. ESBOCES employees who witness or receive a report (oral or written) of harassment, bullying, and/or discrimination must orally notify the Chief Operating Officer, Principal, or designee *no later than one (1) school day* after witnessing or receiving a report of such incident. The employee must then file a written report *within two (2) school days* after making the oral report. If, after an appropriate investigation, ESBOCES finds that this policy and/or regulation have been violated, corrective action will be taken in accordance with ESBOCES policies and regulations, the Code of Conduct, and all appropriate Federal or State laws. Response to verified reports will be prompt, with actions taken that are reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, and ensure the safety of the students toward whom harassment, bullying, or discrimination was directed. The Chief Operating Officer, Principal, or designee shall notify the appropriate local law enforcement agency when it is believed that any harassment, bullying, and/or discrimination constitute criminal conduct.

ESBOCES will annually report material incidents of bullying, discrimination, and/or harassment which occurred during the school year to the State Education Department.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination, and/or harassment by an employee or student, on ESBOCES grounds or at an ESBOCES function, who acts reasonably and in good faith and reports such information to ESBOCES officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination, and/or harassment.

*Pending Board Readoption*

## **STUDENT ATTENDANCE POLICY 6110** (Abbreviated Version)

The Board recognizes that regular attendance is a critical factor in student academic, social, and vocational success leading to the achievement of their life goals. In order to meet the Regents goals of raising student performance to higher levels and closing the gaps in student achievement, it is imperative that all students regularly attend class to receive instruction and to actively participate in authentic learning activities. These diverse activities often rely on teacher-to-student and student-to-student interaction that cannot be recreated or duplicated for the student who is absent. Recognizing that the classroom experience provides an educational value essential to achieving high standards, the Board enacts this policy aimed at encouraging full attendance by all students.

Through implementation of this policy, ESBOCES expects to:

1. reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDS");
2. adopt and maintain an adequate attendance record keeping system for the purpose of accountability;
3. identify patterns of student ATEDS; and
4. develop effective intervention strategies to improve school attendance.

This policy shall apply to all Eastern Suffolk BOCES instructional programs at the elementary, middle, and secondary school levels, including summer programs and summer special education services.

## **EQUAL EDUCATIONAL OPPORTUNITY (Students) POLICY 6130**

It is the policy of Eastern Suffolk BOCES to provide, through a positive and effective program, equal educational opportunities for all students in admittance to and/or participation in educational courses, programs or activities, school services, and extracurricular events regardless of actual or perceived race, color, weight, creed or religion, religious practice, national origin, ethnic group, gender (including gender identity and expression), political affiliation, sexual orientation, pregnancy, parenthood, sex, marital status, ancestry, genetic predisposition or carrier status, military status, veteran status, or disability.

A finding that an individual has engaged in conduct in violation of this policy may result in disciplinary action and/or filing of a report with third parties in the manner prescribed by the ESBOCES Code of Conduct, the law, or applicable contract.

Nothing in this policy shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction or activity based on a person's gender that would be permissible under the law, or to prohibit, as discrimination based on disability, actions that would be permissible under the law.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board prohibits all Board members and employees from taking, requesting, or causing any retaliatory behavior or action against complainants, victims, witnesses, and/or any other individuals who, in good faith, report allegations of suspected violation of this policy, as well as any other individuals who participate in the ensuing investigation. Follow-up inquiries shall be made to ensure that no reprisals or retaliation has occurred against those involved in the investigation. Any act of retaliation is prohibited and subject to appropriate disciplinary action in accordance with legal guidelines, applicable contractual mandates, and/or the ESBOCES Code of Conduct.

Any Board member or employee concerned that retaliation for providing information regarding suspected violation of this policy has occurred or is occurring should report his/her concerns to the District Superintendent, Chief Operating Officer, or Board.

The District Superintendent, Chief Operating Officer, or designee shall designate one or more ESBOCES employees

as Civil Rights Compliance Officer(s), whose responsibility will be to ensure compliance with the various Federal and State statutes and regulations prohibiting discrimination in educational programs, including Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act (ADA).

ESBOCES shall establish and implement regulations and procedures in accordance with applicable law that provide for the prompt and equitable resolution of any and all complaints alleging discrimination on the basis of the categories listed in paragraph one.

ESBOCES shall take appropriate annual and continuing steps to notify students and their parents or guardians of this policy of non-discrimination. This shall include provision for the publication and dissemination, internally and externally, of this policy to ensure its availability to interested citizens and groups. Included in this notification shall be the name(s), address(es) and telephone number(s) of the Civil Rights Compliance Officer(s) responsible for handling complaints regarding discrimination and a description of the ESBOCES established grievance procedures.

Readopted: 6/27/12

## **STUDENT SUSPENSION POLICY 6212**

Eastern Suffolk BOCES shall initiate the suspension or expulsion of a disruptive student from one of its programs in accordance with the ESBOCES Code of Conduct only when all other forms of disciplinary action and behavior modification have failed.

All occupational and technical education students who are under suspension in their home schools shall be automatically suspended by ESBOCES during the time of their home school suspension. Principals of high schools sending students to ESBOCES shall be required to inform ESBOCES principals of such suspensions.

When ESBOCES initiates a suspension or dismissal, all requirements of law shall be followed. Suspension may be ordered by a principal for a period not to exceed five (5) school days. Suspension in excess of five (5) days may be ordered only by an official of the student's home district. All suspensions must be in accordance with the NYS Education Law and with constitutional guarantees of due process.

Readopted: 5/26/10

## **STUDENTS' RIGHTS AND RESPONSIBILITIES - POLICY 6214**

Students shall have the right to express themselves by speaking, writing, wearing, or displaying symbols of religious, ethnic, cultural, or political values such as buttons, badges, emblems, and arm bands; or through any mode of dress or grooming style; or through any other medium or form of expression, except that the administrator may regulate expression provided there is a factual basis for believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities. Students will be required to follow dress code guidelines as found in the Code of Conduct for the safety, health, welfare, and protection of the student and others while engaged in the program activities requiring such dress code.

Readopted: 7/11/07

### **Student Dress Code (Abbreviated from Regulation 2410R.1)**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for ESBOCES classes and ESBOCES Functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance.

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

A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails, shall:

- Be safe, appropriate, and not disruptive to or causing interference with the educational process;
- Not be sexually revealing or suggestive (clothing that exposes the torso or reveals undergarments are not permitted);
- Include footwear at all times (footwear that is a safety hazard will not be allowed);
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage or incite illegal, violent, or gang-related activities;
- Not display any signs of gang affiliation;



### **Student Dress Code (Abbreviated from Regulation 2410R.1) (Continued)**

- Not include items that are vulgar, obscene, or libelous, or that denigrate others on the basis of race, color, religion, creed, national origin, age, political affiliation, use of a recognized guide dog, hearing dog, or service dog, gender, sexual orientation, or disability.

To ensure that a dress code reflects current community standards on proper decorum and deportment, where proof that the wearing of certain apparel can reasonably lead a school to forecast the substantial disruption or material interference with the work or discipline of the school, a ban on such apparel may be considered by the building SDM Committee.

Each Principal or Principal's Designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and of any revisions to the dress code made during the school year. Additional details about dress code may be addressed in building student handbooks.

Students who violate the student dress code shall be required to modify their appearance. Any student who refuses to do so shall be subject to the consequences established by the building SDM Committee in keeping with the program's specific behavior plan enacted within the building (see the Principal of the building for details). Any student who repeatedly fails to comply with the dress code shall be subject to additional consequences pursuant to the Code.

### **STUDENT CONDUCT ON SCHOOL BUSES - POLICY 6215**

Eastern Suffolk BOCES is responsible for the safety of the children when they are riding the school bus. By law, ESBOCES cannot be responsible for the children prior to their boarding the bus or once they disembark from the bus at the designated bus stop.

In view of the fact that a bus is an extension of the classroom, ESBOCES shall require students to conduct themselves while on the bus in a manner consistent with established standards for classroom behavior and in accordance with the ESBOCES Code of Conduct.

No student shall be allowed to smoke on any school bus at any time.

In accordance with the ESBOCES Code of Conduct, if a student does not conduct himself/ herself properly on a bus,

school bus personnel are expected to bring such misconduct to the building principal's or designee's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent of the student's home school district or their designees. In such cases, the student's parent/guardian will become responsible for seeing that his or her child gets to and from class safely. Should the suspension from transportation prevent the student from attending class, the home school district will cooperate with ESBOCES to make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to NYS Education Law §3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the student's conduct and the consequence involved.

Readopted: 1/25/12

## **STUDENT USE OF ELECTRONIC COMMUNICATIONS AND TELECOMMUNICATIONS EQUIPMENT - POLICY 6216**

### **System Definition**

Eastern Suffolk BOCES may provide students with access to various electronic information resources such as computer hardware, software, networks and electronic communication systems, including, but not limited to, telephones, fax machines, photocopiers, and personal digital assistants (PDAs) through the ESBOCES Communication Systems (BCS). This may include access to electronic mail, "on-line services," "WiFi," the "internet," and videoconferencing. It may also include the opportunity for students to have independent access to the BCS from home or other remote locations. All use of the BCS, including independent use off ESBOCES premises, shall be subject to Board policies and administrative regulations, including those governing student use of electronic communications and telecommunications equipment. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of ESBOCES. All components of the BCS, including, but not limited, to computers and computer accounts, belong to ESBOCES and should be used for educational purposes.

### **Purpose**

The Board encourages use of the BCS to explore educational topics, conduct research, and explore curriculum-related communication to further the educational mission of

ESBOCES. It is anticipated that access to various electronic information resources will expedite and enhance the student's ability to perform curriculum-related tasks and assignments. Toward that end, ESBOCES shall provide student orientation and parent information about this Board policy and the related administrative regulation.

### **Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of the BCS and also to give students and parents/guardians notice that student use of the BCS will provide student access to external computer networks not controlled by ESBOCES. ESBOCES cannot screen or review all of the available content or materials on these external computer networks. Thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of ESBOCES policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off ESBOCES premises, and/or with a student's own personal technology or electronic device on ESBOCES premises or at ESBOCES events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the BCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on ESBOCES premises or at ESBOCES events.

### **Acceptable/Unacceptable Use**

ESBOCES shall take reasonable precautions to ensure student safety and acceptable use of the BCS. These precautions shall include, but not be limited to, electronic filters and classroom/other monitoring systems as deemed necessary to restrict access that may be harmful, inappropriate, or unsafe for our students. ESBOCES will employ filtering technology on computers with Internet access. The filtering system shall enable ESBOCES to block or filter Internet access to obscene materials, child pornography, or other materials which are harmful to minors as those terms are defined in the Children's Internet Protection Act (CIPA). ESBOCES shall have the discretion to determine which materials are inappropriate pursuant to those definitions.

The on-line activities of students shall be monitored to ensure compliance with all of the above.

## STUDENT USE OF ELECTRONIC COMMUNICATIONS AND TELECOMMUNICATIONS EQUIPMENT - POLICY 6216

(Continued)

Generally, the same standards of acceptable conduct that apply to any aspects of behavior governed by the ESBOCES Code of Conduct shall apply to use of the BCS. Students are expected to communicate in an appropriate manner consistent with Board policies and administrative regulations. The BCS is to be used only for ESBOCES-related activities. Direct electronic communications (including, but not limited to, videoconferencing, chat rooms, and instant messaging) may not be used unless prior authorization has been obtained from an ESBOCES employee. Electronic communications and telecommunications equipment are not to be utilized to share confidential information (such as student personal data) or copyrighted or inappropriate information. In order to access the BCS, students and/or their parents/guardians must acknowledge, in writing, that they understand and accept the guidelines for acceptable use.

### Discipline

Students who engage in unacceptable use may lose access to a portion or all of the BCS and may be subject to further discipline. These disciplinary actions will be consistent with Administrative Regulation 2410R.1 – Code of Conduct - and tailored to meet specific concerns related to the violation. Students who willfully, maliciously, or unlawfully damage or destroy ESBOCES or other electronic information resources (sometimes referred to as “hacking”) may be subject to legal action. Further, ESBOCES may bring an action against the parents/guardians of any minor student (over the age of ten (10) but under the age of eighteen (18) who willfully, maliciously, or unlawfully damages or destroys ESBOCES premises pursuant to General Obligations Law Section 3-112.

In addition to Board policies and administrative regulations, students shall also adhere to Federal and State laws and regulations governing electronic communications, including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy.

This policy does not attempt to articulate all required and/or acceptable uses of the BCS, nor is it the intention of this policy to define all inappropriate usage.

An administrative regulation further describes general guidelines for appropriate conduct and use, as well as proscribed behavior.

### Limitation of Liability

ESBOCES will make reasonable efforts to assist students who are experiencing technical problems with the BCS. However, ESBOCES makes no warranties of any kind, either expressed or implied, that the functions, filters, or the services provided by or through the BCS will be error-free or without defect. ESBOCES will not be responsible for damages students may incur, including, but not limited to, loss of data or interruptions of service. ESBOCES is not responsible for the accuracy or quality of the information obtained through or stored on the BCS. ESBOCES will not be responsible for obligations, financial or otherwise, incurred as a result of the unauthorized use of the BCS.

### Privacy Rights

**1. No Expectation of Privacy**  
Computers and computer accounts are provided to students to assist them in completing educationally related tasks and assignments and to help prepare them for academic success and future work and careers. Students have no expectation of privacy in anything they create, store, send, or receive on the BCS. By accessing the BCS, the student has consented to ESBOCES exercise of its authority and the rights set forth in this policy, including the right to monitor any information or communication stored or transmitted over the BCS.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be ESBOCES premises subject to control and inspection. Appropriate administrative staff may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulation. Students should NOT expect that information stored on the BCS will be private.

### 2. Waiver of Privacy Rights

Students expressly waive any right of privacy in anything they create, store, send, or receive through the BCS, including the computer. Students consent to allow ESBOCES employees to access and review all materials students create, store, send, or receive through the BCS, including the computer and through computer networks and the Internet. Students acknowledge that ESBOCES may use human or automated means to monitor use of the BCS resources.

### Notification

This policy and associated regulation will be disseminated to students and parents/guardians in order to provide notice of ESBOCES requirements, expectations, and students' obligations when accessing the BCS.

### Implementation

An administrative regulation has been developed to implement the terms of this policy.

Readopted: 12/21/11

## STUDENT SUBSTANCE ABUSE POLICY 6220 (Abbreviated Version)

It is the philosophy of the Board that all Eastern Suffolk BOCES facilities should be drug and alcohol free. “Drug and alcohol free” means free of alcohol, illegal substances, and any controlled substance detrimental to the health and welfare of the members of our ESBOCES community. “Controlled substances” includes all drugs which are banned or controlled under Federal or State law, including those for which a physician’s prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages. Medically authorized prescription drugs for use as prescribed are not prohibited by this policy. *“Illegal Substances” includes, but is not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”*

The Board is committed to supporting the prevention, treatment, and elimination of the use of the above-mentioned substances on ESBOCES property or during ESBOCES-sponsored events. Therefore, no person may use, possess, sell, distribute or manufacture alcohol, controlled substances, and illegal substances, nor may they use or possess drug paraphernalia on ESBOCES grounds or at ESBOCES-sponsored events. Drugs, as prescribed by a physician and used in accordance with a prescription, are exempt. The inappropriate use of prescription and over-the-counter drugs is also prohibited.

Additionally, any person whose behavior reflects consumption of alcohol, inappropriate use of controlled substances, or illegal substances is prohibited from entering ESBOCES property or attending ESBOCES-sponsored events.

The Board will use the following principles as guides for the development of its substance use/abuse prevention efforts



## **STUDENT SUBSTANCE ABUSE POLICY 6220 (Abbreviated Version)** *(Continued)*

and for any disciplinary measures related to the use of alcohol and illegal substances and the inappropriate use of controlled substances:

1. Alcohol, illegal substance, and controlled substance use/abuse is preventable and treatable;
2. Alcohol, illegal substance, and other substance use/abuse adversely affects student health and inhibits ESBOCES from carrying out its mission;
3. The behavior of the Board, the administration, and all ESBOCES employees should model the behavior asked of students;
4. While the Board can and must assume a leadership role in alcohol, illegal substance, and controlled substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with school districts, parents, students, employees, and the community as a whole.

### **Board Goal**

The Board is committed to the prevention of use/abuse of alcohol, illegal substances, and controlled substances. ESBOCES is dedicated to providing a safe environment conducive to learning. Chemical use/abuse interferes with instruction, undermines the respect that must characterize learning, and threatens the safety and well being of both the user/abuser and non-user. Our primary purpose is to educate our students using accurate and age-appropriate information about alcohol, tobacco, illegal substances, and inappropriate use of controlled substances, including the physical, psychological and social consequences of their use/abuse. Our goal is to help students develop appropriate life skills to resist the use of alcohol, illegal substances, and the inappropriate use of controlled substances detrimental to their health by helping them develop a positive self-concept and by promoting the development of healthy life styles. To accomplish this goal, full time students will be provided with a comprehensive prevention curriculum.

### **Parent Education**

The Board believes that it is essential that the parents/guardians of ESBOCES students are actively involved in understanding and enforcing this policy. Through the PTA, parenting workshops, and distribution of information, all parents/guardians will be provided with the opportunity to develop the skills necessary to reinforce the components of this policy in their homes and in the community.

### **Involvement**

In order to provide a consistent message to our youth, ESBOCES will enlist the services of the local community, agencies, organizations, and other groups to provide a collaborative effort in setting a standard regarding prevention. It is essential that parents, staff, and community provide a positive role model for our youth to reflect the rewards of a healthy, substance-free life style.

## **STUDENT AUTOMOBILE USE POLICY 6250**

In all but the most unusual situations, secondary students are prohibited from using personal automobiles to travel to and from Eastern Suffolk BOCES programs. Exceptions to this must be authorized by the Special Education Director (for Special Education students) or a Technical Center administrator (for Career and Technical Education students) prior to the day the students drive. Only students with valid New York State drivers' licenses may be eligible to drive to ESBOCES programs. All decisions shall be consistent with a student's Individualized Education Program mandates for transportation and must take into account the specific program requirements and student-specific issues. In an emergency situation, permission for a student to travel in his/her own automobile may be granted upon receipt of a written request from the parent/guardian.

Readopted: 2/27/08

## **PROVISION OF INTERPRETER SERVICES TO PARENTS WHO ARE HEARING IMPAIRED POLICY 6411**

The Board assures parents or persons in parental relationship who are hearing impaired the right to meaningful access to ESBOCES-initiated meetings or activities pertaining to the academic and/or disciplinary aspects of their children's education. ESBOCES-initiated meetings or activities are defined to include, but are not limited to, parent-teacher conferences, child study or building-level team meetings, planning meetings with ESBOCES counselors regarding educational progress and career planning, suspension hearings, or any conferences with ESBOCES officials relating to disciplinary actions. The term "hearing impaired" shall include any hearing impairment, whether permanent or fluctuating, which prevents meaningful participation in any ESBOCES meetings or activities.

Parents or guardians shall be notified of the availability of interpreter services, to be provided at no charge, provided that a written request is made to ESBOCES at least fourteen (14) days prior to the scheduled event. Exceptions to the timeframe

request may be made for unanticipated circumstances as determined by the appropriate administrator. ESBOCES shall also notify appropriate school personnel as to the terms and implementation of this policy.

If interpreter services are requested, the Board shall appoint an interpreter for the hearing impaired to interpret during the meeting or activity. ESBOCES will arrange for interpreters through an ESBOCES-created list or through an interpreter referral service.

In the event that an interpreter is unavailable, ESBOCES shall make other reasonable accommodations, which are satisfactory to the parents or persons in parental relationship. Examples of what constitutes reasonable accommodations in the event an interpreter cannot be located may include, but are not limited to, the use of:

1. written communications, transcripts, note takers, etc.; and
2. technology, such as a decoder or tele-communication device for the deaf, assisted listening devices, and closed or open captioning.

Readopted: 7/11/07

## **CONFIDENTIALITY OF STUDENT RECORDS: ACCESS AND CHALLENGE - POLICY 6420**

Eastern Suffolk BOCES shall comply with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Generally, FERPA requires that parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18) years of age, and a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education ("eligible students") be given the opportunity to inspect and review the student's education records. Parents and eligible students may request an amendment to an education record if they believe the record to be inaccurate in some way. In addition, under certain circumstances, parents/guardians or eligible students may have the opportunity for a hearing to challenge the content of student records.

Under FERPA, unless otherwise exempted in accordance with law and regulation, ESBOCES may only release education records or personally identifiable information contained in those records if it has received a "signed and dated written consent" from a parent/guardian or eligible student.

FERPA and the associated regulations contain a number of exceptions to the prohibition against disclosure. In addition, there are recordkeeping requirements when records are released pursuant to an exception.

## **CONFIDENTIALITY OF STUDENT RECORDS: ACCESS AND CHALLENGE - POLICY 6420** *(Continued)*

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of FERPA to ensure the confidentiality of education records with respect to third parties and to make such records available, as appropriate.

Readopted: 5/23/12

### **Confidentiality of Student Records: Access and Challenge (Abbreviated from Regulation 6420R.1)**

#### **Education Records**

The term "education records" is defined as all records, files, documents, and other materials containing information directly related to a student and maintained by the educational agency or institution, or by a person acting for such agency or institution. This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend ESBOCES, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA. As such, they are subject to the confidentiality provisions of both Acts.

"Education records" do not include the following:

1. personal notes made by teachers or other employees if these notes are:
  - a. kept in the sole possession of the maker;
  - b. not accessible or revealed to any other person except a temporary substitute; and
  - c. used only as a memory aid;
2. records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student;
3. grades on peer-graded papers before they are collected and recorded by a teacher;
4. records created and maintained by a law enforcement unit of the educational agency for law enforcement purposes; and
5. an employment record which is used only in relation to a student's employment.

#### **PARENT ACCESS RIGHTS**

ESBOCES shall, upon request of a parent/guardian, permit the parent/guardian to inspect and review any education record relating to the child or children of that parent/guardian when such record is collected, maintained, or used by ESBOCES. ESBOCES shall fulfill the request within forty-five (45) days after the request is received.

If a parent/guardian requests copies of education records from ESBOCES, ESBOCES may charge the parent/guardian a reasonable cost, which will not exceed the actual expense of the duplication. However, no cost shall be charged to a parent/guardian for inspecting and reviewing the record(s). No cost shall be charged to a parent/guardian for the search for or retrieval of records.

A parent/guardian shall have the right to request a list of the types and the location of the child's education records collected, maintained, or utilized by ESBOCES.

At the discretion of ESBOCES and for verification and recordkeeping purposes only, ESBOCES may require all parents/guardians to put into writing:

1. their oral requests to inspect, review, copy, or receive copies of education records;
2. their oral designation of a representative; and
3. their oral requests for a list of the types and location of records.

#### **STUDENT ACCESS RIGHTS**

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent/guardian of the student shall thereafter only be accorded to and required of the student.

#### **Disclosures to Parents/Guardians of Eligible Students**

Even after a student has become an "eligible student" under FERPA (which is defined as a student who is eighteen (18) years of age or older and who is attending an institution of post-secondary education), ESBOCES may disclose education records to an eligible student's parents/guardians, without the student's consent:

1. if the student is claimed as a dependent for Federal income tax purposes by either parent/guardian;
2. in connection with a health or safety emergency.
3. if the student attends an institution of post-secondary

education; is under twenty-one (21) years of age; and the disclosure is regarding the student's violation of law, institutional rule, or policy governing the use of alcohol or a controlled substance at that institution.

## **COMPLAINTS AND GRIEVANCES BY STUDENTS - POLICY 6570**

While students have the responsibility to abide by Board policies and administrative regulations of Eastern Suffolk BOCES, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Administration shall be responsible for:

1. establishing rules and regulations for the redress of complaints or grievances through proper administration channels;
2. developing an appeals process;
3. ensuring that students have full understanding and access to these Regulations and procedure; and
4. providing prompt consideration and determination of student complaints and grievances.

#### **Civil Rights Compliance Officers**

In addition, students and parents/guardians will receive annual notification of the ESBOCES-established grievance procedures for resolving complaints of discrimination based on sex or disability. This notice shall include the names, addresses, telephone numbers, and e-mail addresses of the Title IX/Section 504/ADA Compliance Officers.

The Title IX/Section 504/ADA Compliance Officers shall also be responsible for handling complaints and grievances regarding discrimination/harassment based on race, color, weight, creed, national origin, political affiliation, sexual orientation, age, or marital status.

Readopted: 10/17/12

## **EQUAL EMPLOYMENT OPPORTUNITY - POLICY 5120**

It is the policy of the Board to provide equal opportunities for all people in recruiting, hiring, compensation, benefits, transfer assignments, training, promotions, terminations, social and recreational programs, and any other benefits religion, creed, national origin, ancestry, disability that can reasonably be accommodated without undue hardship, sex (unless gender



## **EQUAL EMPLOYMENT OPPORTUNITY - POLICY 5120** (Continued)

is a bona fide occupational qualification), sexual orientation, pregnancy, marital status, age, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other characteristic protected by Federal, State, or local law.

The Board also specifically acknowledges the interests of employees diagnosed as having a blood-borne disease (including, but not limited to, Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV)) in continuing their employment. Accordingly, it is the policy of the Board that no ESBOCES employee shall be prevented from continuing his or her employment solely based on such information.

Further, it is the policy of ESBOCES to maintain a working environment that is free from discrimination and intimidation as outlined in Board Policy 5121 – Harassment Prohibition (Personnel), and to prohibit retaliation against any individuals because they have reported discrimination or harassment, or because they have participated in an investigation of such a report.

### **Notification**

A statement of the Board's commitment to equal employment opportunity will be incorporated into all applicable employment related forms, advertisements, and notices to recruitment sources, and will be posted appropriately at the ESBOCES facilities. Administration shall take appropriate steps to educate the ESBOCES community as to the requirements of this policy and the mechanisms available for complaining that there has been a violation of this policy.

### **Violations**

Violations of this policy will not be tolerated and shall be reported to the Department of Human Resources at the James Hines Administration Center, 201 Sunrise Highway, Patchogue, NY 11772 or by calling (631) 687-3005. All reports of discrimination, harassment, or retaliation will be investigated promptly and thoroughly in accordance with the procedures set forth in Board Policy 5121. Anyone found in violation of this policy will be subject to disciplinary action that may include termination of employment. Frivolous or bad faith complaints may result in disciplinary action against the individual who filed such a complaint, or who deliberately gave false information during the investigation of a complaint.  
Readopted: 12/21/11

## **COMPLAINTS AND GRIEVANCES BY EMPLOYEES - POLICY 5180**

In accordance with the provisions of NYS General Municipal Law and applicable collective bargaining agreements, all Eastern Suffolk BOCES employees shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The Board shall provide at least two procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under applicable collective bargaining agreements shall be handled and resolved, whenever possible, as close to their origin as possible. The District Superintendent, Chief Operating Officer, or designee is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

This policy and the related regulation shall be filed with the Board Clerk and the State Civil Service Commission within 15 days of adoption and/or amendment, as required by law.  
Readopted: 12/21/11

## **AHERA NOTIFICATION COMPLIANCE**

Eastern Suffolk BOCES is required annually to notify the public of AHERA inspection information as follows:

**INFORMATION ABOUT ASBESTOS CONTAINING BUILDING MATERIALS, PURSUANT TO AHERA, SECTION 40, CFR 763.84(c), 763.93(d) AND 763.93(g)(4), IS ON FILE IN THE DISTRICT MANAGEMENT PLAN AND IS AVAILABLE FOR REVIEW WITH THE COMPLIANCE OFFICER, IN THE BUILDING SERVICES OFFICE AT 90-9B COLIN DRIVE HOLBROOK, NY 11741.**

Buildings in Eastern Suffolk BOCES undergo a rigorous inspection process to ensure that all of our buildings provide a safe and healthy environment for our students and staff.

## **PESTICIDE NOTIFICATION:**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relationship, faculty and staff regarding the potential use of pesticides periodically throughout the school year.

Eastern Suffolk BOCES is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remaining unoccupied for a continuous 72 hours following an application;
- Antimicrobial products;
- Nonvolatle rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- Nonvolatle insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatle ready-to-use pastes, foams or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA-designated biopesticides;
- The application of EPA-designated exempt materials under 40CFR152.25;

■ The use of aerosol products with a directed spray in containers of 18 fluid ounces or less, when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the Pesticide Notification form, which can be obtained from the Building Services office at 90-9B Colin Drive, Holbrook, NY 11741.

Please feel free to contact Mr. Keith Anderson, the Eastern Suffolk BOCES pesticide representative, at (631) 472-8776 for further information on these requirements. You may also fax your request for further information to Mr. Keith Anderson at (631) 472-8795.

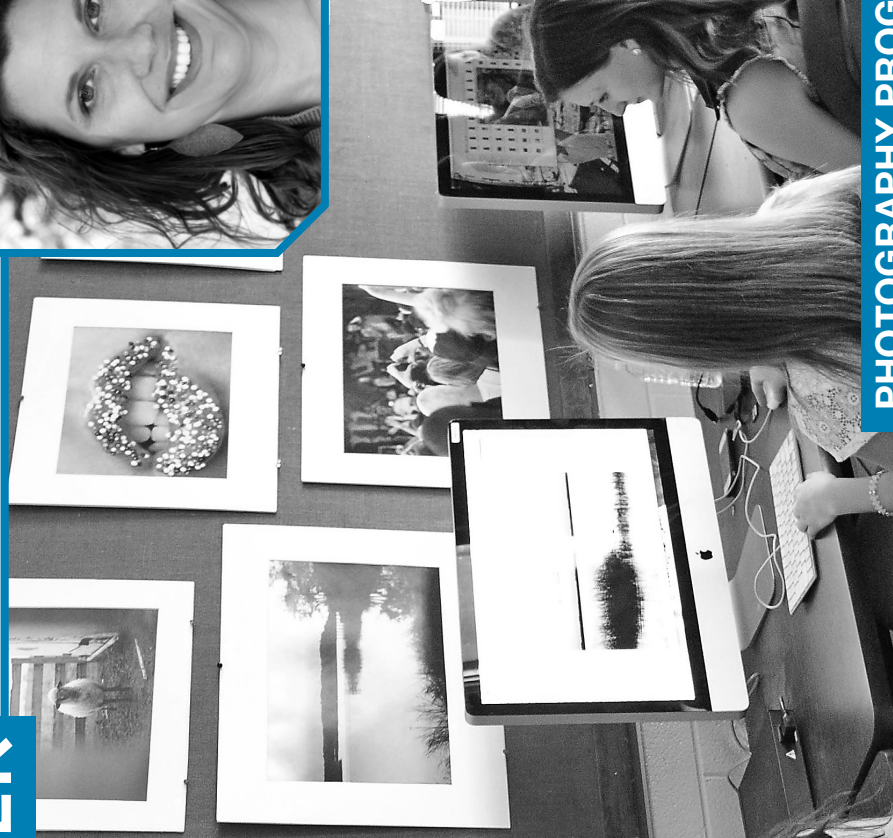
## ELIZABETH GRAFER



### Success Story

Elizabeth Grafer has come full circle. She is teaching photography at her intermediate alma mater, Eastern Suffolk BOCES, where she perfected her craft. Elizabeth is the ESBOCES photography teacher at the Brookhaven Technical Center (BTC) in Bellport.

During her years at ESBOCES, Elizabeth participated in the Vocational Industrial Clubs of America (VICA). This organization is now referred to as SkillsUSA. Capturing first place at state and national competitions afforded Elizabeth a full scholarship to the Art Institute of Philadelphia where she received an associate degree in commercial photography. She attained her bachelor's degree in human relations from St. Joseph's College in Patchogue and went on for her master's degree in school counseling at Long Island University – C.W. Post Campus.



### PHOTOGRAPHY PROGRAM

Islip Technical Center\*

(\*now Edward J. Milliken Technical Center)

"I never really thought of being a photography teacher, but when I heard about the job at ESBOCES, I thought, 'this is great'. I don't have to give up photography and I can be around a population of individuals who share my passion. I can help them succeed." When Elizabeth was offered the job, she said, "I was floating on air."

"ESBOCES is a hidden gem," Elizabeth said. "There is so much potential for students to learn applicable skills for their career paths. I had the opportunity to work independently but received tremendous support from my teachers. Now, I can be the supportive person in the classroom."

To read the complete story of Ms. Grafer's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**FRIDAY**

**SATURDAY**

**1**

Labor Day

**2**

*ESBOCES Schools and Offices Closed*

First Day Teachers

**3**

Rosh Hashanah Begins

**4**

Rosh Hashanah

**5**

*ESBOCES Schools and Offices Closed*

Rosh Hashanah

**6**

*ESBOCES Schools and Offices Closed*

**7**

**8**

First Day Students

**9**

**10**

Patriot Day

**11**

**12**

**13**

Yom Kippur

**14**

**15**

**16**

**17**

Board Meeting  
- HAC

**18**

**19**

**20**

**21**

**Autumnal Equinox**  
*(First day of Fall)*

**22**

Fall Adult Education Classes Start

**23**

**24**

Open House  
- MLC

**25**

Open House  
- SAC

**26**

**27**

**28**

**29**

NYS Alternate Assessment (NYSAA) Data Collection  
- First Day

**30**

August

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September

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October

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**'13**

# OCTOBER • 2013



## WALK NOW FOR AUTISM SPEAKS



### Walkathon: Long Island

### Jones Beach State Park Field 5

#### *Did you know...*

- Autism affects 1 in 88 children and 1 in 54 boys
- Autism is the fastest-growing serious developmental disability in the U.S.

ESBOCES has many outstanding programs that serve the needs of individuals with autism and related disorders. For the last 13 years, staff members from the agency and friends and family have joined together as **Team ESBOCES** and participated in the largest fundraising event for the organization *Autism Speaks*, the "Walk Now for Autism Speaks" walkathon.

Please join us on Sunday, **October 6, 2013** at Jones Beach State Park, Wantagh, New York.

#### **We can make a difference.**

We invite you to join **Team ESBOCES** by visiting <http://walknowforautismspeaks.org>

The *Autism Speaks* organization was founded in February 2005. The organization is dedicated to increasing awareness of autism spectrum disorders, to funding research into the causes, prevention and treatments for autism, and to advocating for the needs of individuals with autism and their families.



**SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY**

		<b>1</b> Open House - BLC @ Samoset - WHBLC	<b>2</b> Open House - BLC - BLC @ Hauppage - TSP @ BLC <b>Parent Night</b> - MTC - BTC - SAA - WCTC	<b>3</b>	<b>4</b> Open House - PLC - JAC	<b>5</b>
<b>6</b> Walk Now for Autism Speaks Walkathon: Long Island	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Open House - BAC - IAC - ICC	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Columbus Day  ESBOCES Schools and Offices Closed	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> Long Island Technology Summit	<b>23</b>	<b>24</b>	<b>25</b> CTE Lock-In Date	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Board Meeting - WCTC	<b>31</b>	<b>September '13</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>November '13</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

## SABRINA STEWART



### Success Story

Sabrina Stewart was considering criminal justice, fashion, or food preparation as her career when she attended an ESBOCES Open House.

She left envisioning herself a chef and enrolled in the Culinary Arts Program as a Longwood CSD student. She went on to join the National Technical Honor Society and SkillsUSA where she won first place in the regional competition and second in the state. Currently a sophomore at the prestigious Johnson & Wales University, she will leave for France in March to study with world-renowned Culinary Chef Alain Ducasse, whose Paris restaurant *Alain Ducasse au Plaza Athenee* was ranked 11th in the "Elite Traveler's World's Top Restaurants Guide 2012." She will spend three months at Ecole

### CULINARY ARTS PROGRAM Brookhaven Technical Center and H.B. Ward Career & Technical Center

*Nationale Supérieure de la Pâtisserie*, considered one of the top pastry training institutes for international students, where she will learn from Pastry Master Chef and Chocolatier Yves Thuries.

Asked about her educational success, Sabrina replied, "A person can do anything she wants to do, if she's willing to work hard." At the university, her lessons go beyond the basics as she continues her studies in scientific understanding, food management, industry trends, artistic creativity, and leadership skills. Her plans include following her dad's entrepreneurial example and starting her own pastry business.

To read the complete story of Ms. Stewart's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

October '13  
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December '13  
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**1**  
 End of First Marking Period  
 - CTE & Special Career Ed  
 Parent-Teacher Conference Day - ICC  
 Special Education Parent-Teacher Conference Day  
 (No special education classes/students)

**2**

**3**  
 Daylight Savings Time Ends

**4**

**5**  
 Election Day  
 Superintendent's Conference Day

**6**

**7**

**8**  
 End of First Marking Period  
 - Special Education  
 CTE Report Cards Mailed

**9**

SkillsUSA Fall Leadership Conference

**10**

Veterans Day

**11**

ESBOCES Schools and Offices Closed

**12**

**13**

**14**

**15**  
 Special Education Report Cards Mailed

**16**

**17**

**18**

Board Meeting  
 - HAC

**19**

**20**

**21**

**22**

**23**

**24**

**25**

Hanakkah Begins

**26**

**27**

Thanksgiving

**28**

ESBOCES Schools and Offices Closed

**29**

ESBOCES Schools and Offices Closed

**30**

## TRISHA MCCAULEY



### Success Story

Trisha McCauley always knew that she wanted to be a teacher. When she transferred from Longwood CSD to Riverhead CSD in the 10th grade, she shared that desire with her new guidance counselor. It was suggested Trisha take a look at the career and technical education programs offered at Eastern Suffolk BOCES. "What caught my eye," said Trisha, "was the Early Childhood Education (ECE) Program and getting the experience to work hands-on with children in an on-site preschool. The course offering book also indicated that I would have the opportunity to participate in an internship program."

Along with their father, Trisha attended Visitor's Day at H.B. Ward Career and Technical Center (WCTC) in Riverhead to tour the facility and visit the ECE classroom. She said, "I noticed on the wall a sign that read, 'to teach is to touch lives forever'. I knew this program was for me."

At her graduation in 2005, Trisha received \$3,000 in scholarships to continue her

### EARLY CHILDHOOD EDUCATION PROGRAM H.B. Ward Career & Technical Center

education. They were the Lighthouse Scholarship Award, the PTA Scholarship Award, and an award from the Riverhead Rotary. She was inducted into the National Technical Honor Society in both her junior and senior years of high school, and the National Honor Society at Riverhead CSD. She also received a Foreign Language Award. Trisha went on to attain her Bachelor of Science degree in Early Childhood/Childhood Education at the State University College at Oneonta, and her Master of Science degree in Special Education at Dowling.

"I always felt comfortable at ESBOCES. I could really be myself." Trisha exudes enthusiasm, passion, and is very animated when talking about her journey to becoming a teacher. When she can, Trisha goes back to the BOCES Riverhead campus to visit. "It's like my home base. It's where it all started for me," she shares.

To read the complete story of Ms. McCauley's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



**SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

Winter Begins

**20**

**19**

**18**

**17**

**16**

**15**

Kwanzaa Begins

**25**

**24**

**23**

**22**

ESBOCES Schools Closed

ESBOCES Schools Closed

ESBOCES Schools and Offices Closed

ESBOCES Schools and Offices Closed

ESBOCES Schools Closed

**January**  
**S M T W T F S**  
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**November '13**  
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ESBOCES Schools Closed

ESBOCES Schools and Offices Closed

ESBOCES Schools and Offices Closed

ESBOCES Schools Closed

**29**

## CHRIS ZIMMERMAN



(G: ALITE)

## Success Story

### AUTO BODY PROGRAM Edward J. Milliken Technical Center

Chris Zimmerman, a 2011 graduate of the Auto Body Repair and Refinishing Program from Milliken Technical Center (MTC), is employed full time at Port Jefferson Collision.

One of the most valuable things Chris says he learned at ESBOCES was the importance of having a good work ethic. He said, "I remember Mr. Pontieri would constantly tell us – 'get to work before your shift starts, always be polite, be conscientious, look for more work when you are done with what you're doing – make yourself valuable.'"

Auto Body Repair and Refinishing Program Teacher John Pontieri said, "It's the real world of work at ESBOCES. It's hands-on. I told Chris and I tell my students over and over, "great job." Sometimes it's the first time that kids feel successful."

Chris said, "I wouldn't be where I am today without the knowledge and skills I learned at ESBOCES. So many people believed in me and now I have a full-time job and I'm doing something that is satisfying and fulfilling." Chris does light body work, edges out parts, and paints the inside of fenders and doors at Port Jefferson Collision. "I like to keep busy. I don't like standing around," he said.

Port Jefferson Collision owner Andy Carman has 13 employees at his business, including himself. "I hired Chris," he said, "because I know that if a student comes from ESBOCES, they have a foundation. They have already made the commitment to what they want to do."

*To read the complete story of Mr. Zimmerman's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)*



**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**FRIDAY**

**SATURDAY**

**December '13**

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**February '14**

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**5**

**6**  
 Winter Adult Education Classes Start

**7**

**8**

*ESBOCES Schools and Offices Closed*

**9**

*ESBOCES Schools Closed*

**10**

Special Education Superintendent's Conference Day  
 (No special education classes/students)

**11**

**12**

**13**

**14**

**15**

**16**

**17**

End of Second Marking Period  
 - CTE & Special Career Education

**18**

**19**

Martin Luther King Day

**20**

*ESBOCES Schools and Offices Closed*

**21**

**22**

**23**

End of Second Marking Period  
 - Special Education

**24**

CTE Report Cards Mailed

**25**

**26**

**27**

**28**

Board Meeting  
 - WCTC

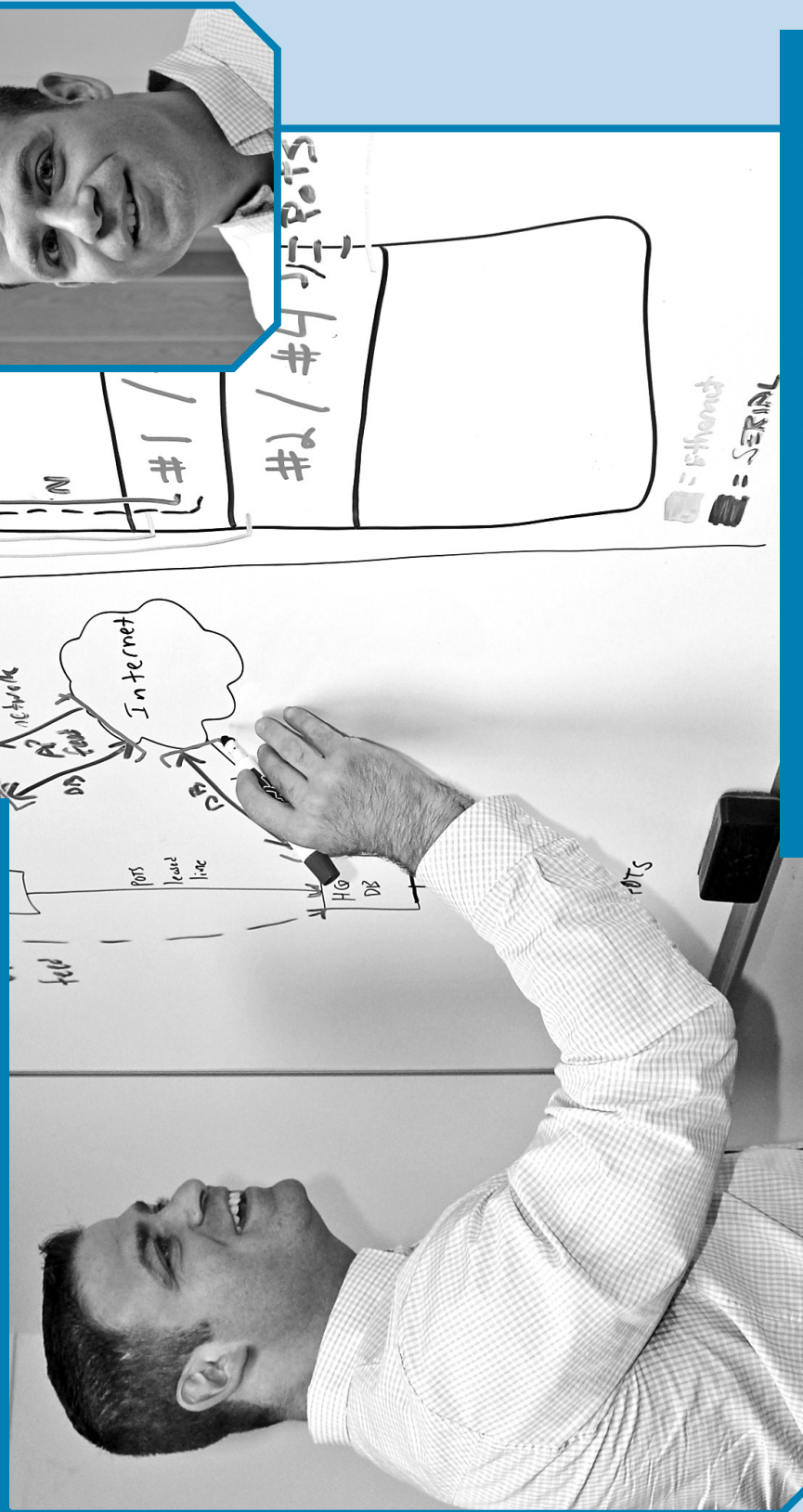
**29**

**30**

Special Education Report Cards Mailed

**31**

## EMANUEL DELUCA



## Success Story

As a network operations manager for a UHF (ultra-high frequency) security network, Emanuel (Manny) DeLuca is looking forward to his company's move this summer to larger quarters in Islandia. As a youngster, he didn't envision himself in this line of work, but was particularly interested in electronics. He enrolled in Eastern Suffolk BOCES Computer Repair Technology Program as a high school senior and when a job listing at CRN Wireless was posted, he applied and was hired as a part-time employee. The company later offered him a full-time position and this past April, Manny celebrated his 20th year there.

CRN, a provider of wireless products and services that facilitate the communication and monitoring of data and alarm signals, has been Manny's home away from home, which he reported he has enjoyed. A 1993 Milliken Technical Center (MTC) and William Floyd UFSD honor roll

## COMPUTER REPAIR TECHNOLOGY PROGRAM

Edward J. Milliken Technical Center

graduate, he said, "I learned a lot at BOCES," which he heard about from his high school guidance counselor. "At that time, I was more interested in going into a trade career, than going down the college path," he explained. Asked about his experience at ESBOCES, he said, "It's a good alternative to the traditional academic structure. It's very straightforward. College is not for everyone. BOCES is more streamlined for learning, and it's a lot more practical. I've recommended it to others in my field advising that BOCES offers very good courses that can enhance their growth and employment opportunities. Personally, BOCES expanded my horizons by providing interaction with students from other districts and with various personalities, which is helpful in my field."

To read the complete story of Mr. DeLuca's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

January

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March '14

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2

Special Education Superintendents Conference Day  
*(No special education classes/students)*  
 CTE/SCE Visitors' Day  
 CTE/SCE Open House  
 - BTC - MTC - SAA - WCTC

3

CTE/SCE Visitors' Day  
*(Snow Day)*  
 CTE/SCE Open House  
 - BTC - MTC  
 - SAA - WCTC  
*(Snow Day)*

5

NYS Alternate Assessment (NYSAA) Data Collection  
 - Last Day

6

7

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9

10

11

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13

14

15

Valentine's Day

16

17

18

19

20

21

22

Presidents' Day

ESBOCES Schools and Offices Closed

ESBOCES Schools Closed

ESBOCES Schools Closed

ESBOCES Schools Closed

ESBOCES Schools Closed

23

24

25

26

27

28

Budget Review Meeting/  
 Board Meeting  
 - WCTC

1

## ERIC RAIMONDI



### Success Story

Owner of Digital Media Productions, Eric Raimondi is also an independent contractor for YELP, an online urban city guide that helps people find cool places to eat, shop, relax, and play. He also does freelance work for MYLongisland TV.com on Verizon FIOS1.

His first impression of the TV production studio at ESBOCES was that it was like being in a real studio or a real production facility. It's 30' x 40' and has professional field cameras, sound, and lighting equipment. Students, over the years, have played an active role in the production of cable-ready talk shows, variety shows, and promotional videos.

Over the course of two years, Eric gained valuable knowledge and was challenged by both Dave Roland, his first year teacher, and Dan Brenner, his second year teacher. Eric learned the physical part of editing and

### TV PRODUCTION PROGRAM Brookhaven Technical Center

sequencing at ESBOCES.

After graduating from high school, Eric attended Five Towns College in Dix Hills, New York, on a partial scholarship. "Everything I learned at ESBOCES," said Eric, "helped me in college. I was so ahead of the curve when I went to Five Towns. I knew how to use the equipment and could apply the knowledge I learned at ESBOCES."

Eric is very happy with his career choice. He feels that the education he received at ESBOCES was "well purposed." "I applied everything I learned at ESBOCES at college, and I'm still applying that fundamental knowledge today."

To read the complete story of Mr. Raimondi's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



**SUNDAY****MONDAY****TUESDAY****WEDNESDAY****THURSDAY****FRIDAY****SATURDAY****February '14**

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**April '14**

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 27 28 29 30

**2**

**9**  
 Daylight Savings Time Begins

**16**

**17**  
 St. Patrick's Day

**23**

**24**  
 Spring Adult Education Classes Start

**30****31****4****11****18****25****5****12**

**19**  
 Suffolk Regional BOCES PTA Dinner  
 Board Meeting - BAC

**26****6****13**

**20**  
 Spring Begins

**27****7**

SkillsUSA Regional Competition

**14****21****28****1****8****15****22****29**

## TARA COLLINS



### Success Story

Tara Collins grew up around cars and trucks. The men in her family always enjoyed working on vehicles so it felt natural for her to enroll in the Eastern Suffolk BOCES Vehicle Mechanical Repair Program. The difference is, she's female and uses a pink toolbox.

As a student in Michael O'Hara's H.B. Ward Career and Technical Center (WCTC) classroom and a member of SkillsUSA, Tara was destined to succeed. She did an internship at Buzz Chew Chevrolet & Cadillac Dealership and the 2006 Southampton UFSD graduate never left. "I love it," she said recently. "I loved the BOCES program and the internship and I knew this was the career for me."

### VEHICLE MECHANICAL REPAIR PROGRAM

H.B. Ward Career & Technical Center

Asked if she could go back to her junior year in high school, would she change anything, she replied without hesitation, "No, attending ESBOCES was the right thing to do. It's a great pathway into any career students are interested in, and that's what I tell them; 'see if this is what you really want.' I recommend ESBOCES because of the strong foundation you develop."

Asked who or what encouraged her most to follow her instincts, she replied, "My family and ESBOCES."

To read the complete story of Ms. Collins' path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			Special Career Education Parent Open House - ICC Annual Meeting - HAC Grades 3 - 8 - ELA		End of Third Marking Period - CTE & Special Career Education End of Third Marking Period - Special Education Grades 3 - 8 - ELA - Make-up	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
			NYSESLAT - Speaking First Day		Special Education Report Cards Mailed CTE Report Cards Mailed	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	LPN Graduation ESBOCES Schools Closed	Passover ESBOCES Schools and Offices Closed	ESBOCES Schools Closed	ESBOCES Schools Closed	Good Friday ESBOCES Schools and Offices Closed	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Easter			Component Districts vote on 2014-15 Administrative Budget/ Board Elections			
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
			Board Meeting - HAC Grades 3 - 8 - Math	SkillsUSA State Competition		
					March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## HELEN FILOSA



### Success Story

Helen Filosa is a ninth grade freshman at West Islip UFSD. She stands 6'3" and is very proud to say that she is a member of the West Islip High School Varsity Track team throwing the shot put and discus. Helen is one of the top 10 athletes in League III Track & Field. At 15 years old, she is a typical teenager, "boy crazy, has to be reminded to clean her room, and always looking for new makeup," says her mom, Lynn.

This is not how it has always been for Helen, her parents, or her teachers. Helen's path to controlling her behaviors and the disabilities that brought her to ESBOCES Masera Learning Center (MLC) when she was a kindergartner, can be described as a process that incorporated most of the teachers in the school, the administrators, psychologists, and the support of her parents and grandmother.

### SPECIAL EDUCATION PROGRAM Masera Learning Center

Retired Principal Margo Ude said, "No one can exemplify an ESBOCES program like Helen. She was significantly impaired but her growth and progress were significant as well. Over the years, you could observe the process working for Helen."

Special Education Teacher Claudia Bonavita, now an autism consultant, used "modeling" with Helen and ABA (Applied Behavior Analysis) strategies that included "whole body" listening; "first, then..." techniques; and "social stories." Helen is a success story because her parents took full advantage of the ESBOCES parent training, coupled with the MLC staff fully committing themselves to Helen's success.

To read the complete story of Ms. Filosa's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

April

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June

**'14**  
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4

**NYSESLAT**  
 - Listening,  
 Reading, &  
 Writing First Day

5

Mother's Day

11

12

13

14

15

16

**NYSESLAT**  
 - Listening,  
 Reading, &  
 Writing Last Day  
**Celebration of  
 Technology in  
 Education**  
*(Model Schools)*

17

18

19

20

21

**Grade 4 Science**  
 - Performance  
 First Day  
**Grade 8 Science**  
 - Performance  
 First Day

22

23

24

25

**Memorial Day**

26

*ESBOCES Schools  
 and Offices Closed*

27

**Board Meeting**  
 - BAC

28

29

**Grade 4 Science**  
 - Performance  
 Last Day  
**Grade 8 Science**  
 - Performance  
 Last Day

31

1

Grades 3 - 8 - Math

2

8

9

10

## ANNA KRAUSS



### Success Story

Anna Krauss graduated from Eastport-South Manor CSD second in her class. She earned a weighted GPA of 104.581 and was named Salutatorian. She is scheduled to attend Rochester Institute of Technology (RIT) majoring in Biotechnology and Molecular Bioscience. Anna was granted an AP Scholar Award by the National College Board, served as captain of the Eastport-South Manor CSI Challenge Team, was inducted into the National Honor Society, tutored her peers, and was a member of the Girl Scouts. On a very personal note, Anna was instrumental in creating a badge for deaf awareness and worked tirelessly in getting testing accommodations for students with disabilities changed, specifically related to deafness.

In June 2004, at the end of third grade, Anna incurred a hearing impairment. She went to sleep, as usual, and woke up the next morning able to hear at only 60 decibels, which is considered severe hearing loss. Anna was diagnosed

### STUDENT SUPPORT SERVICES/ ITINERANT AND RELATED SERVICES – Teachers of the Deaf and Hard of Hearing Program

with Sudden Sensorineural Hearing Loss (SSNHL). It was unexplainable, it was acute, and her life changed significantly.

Desperate and looking for answers, Anna's mom, Seena, contacted Mary Alibrandi, ESBOCES lead teacher for the Hard of Hearing and Deaf Program. Ms. Alibrandi said, "ESBOCES was there for Anna to provide the connections and critical contacts she needed to access learning and life." Mrs. Krauss shared, "ESBOCES threw us a life raft and has continued to educate us along the way."

Mrs. Krauss said, "We love ESBOCES. We are forever grateful to Lorene Desjardins. Without her consistent support and like viewpoints on access services, our voices to advocate for hearing services in this mainstream would have been further silenced."

To read the complete story of Ms. Krauss' path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)

<b>1</b>	<p>Grade 4 Science - Written</p> <p>Grade 8 Science - Written</p>	<b>2</b>	<p>Grade 4 - Science - Written Make-up</p> <p>Grade 8 - Science - Written Make-up</p> <p>Regents Testing/RCT Administration</p>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>19</b>	<b>20</b>	<b>21</b>
Father's Day	<p>Graduation - BLC @ Samoset - BLC @ Hauppaugue - TSP @ BLC</p> <p>Graduation - WHBLC</p> <p>Recognition Day - MTC</p>	<p>Graduation - BLC @ Samoset - BLC @ Hauppaugue - TSP @ BLC</p> <p>CTE Report Cards Mailed</p> <p>Moving Up Ceremony - JAC</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Recognition Day - BTC - SAA - WCTC</p> <p>Graduation - BAC</p>	<p>Recognition Day - ICC - IAC</p> <p>Moving Up Ceremony - PLC</p>	<p>Graduation - CAC</p>	<p>Moving Up Ceremony - SAC</p>	<p>Summer Begins</p>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	
	<p>End of Fourth Marking Period - CTE &amp; Special Career Education</p>	<p>Board Meeting - WCTC</p>	<p>Regents Testing/RCT Administration</p>	<p>SkillsUSA National Competition</p>	<p>Regents Testing/RCT Administration</p>	<p>End of Fourth Marking Period - Special Education</p>	<p>LAST DAY OF SCHOOL</p>	<p>May</p> <p>July</p>	
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>	<p>Regents Testing/RCT Administration</p>
<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

<b>May</b>	<b>'14</b>
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	27 28 29 30 31



# JULY • 2014

## VINCENT SIMEONE



### Success Story

If you haven't been to the Planting Fields Arboretum in the Village of Upper Brookville, you don't know what you're missing. Originally a 1920's Gold Coast estate, it is now a state park on the register of National Historic Places. It is also home to Eastern Suffolk BOCES Horticulture and Landscaping graduate Vincent Simeone – literally. He and his wife moved into the superintendent's house on the property.

While attending Islip UFSD, Vinnie enrolled in the Career and Technical Education Program at Brookhaven Technical Center (BTC) as a high school junior and senior, graduating in 1986. Interested in plants since the age of 12, he was intrigued when his high school guidance counselor advised him of the Horticulture Program.

Vinnie went on to earn an associate degree in horticulture at SUNY Farmingdale and a bachelor's degree at the University of Georgia. His first job at Planting

### HORTICULTURE AND LANDSCAPING PROGRAM Brookhaven Technical Center

Fields was as an intern, which turned into a full-time, paid position. He climbed the ladder of success to assistant director and went to C.W. Post – Long Island University for his master's degree in public administration in 2003. As the current director and manager, he is involved with special events, conferences, marketing, operations, and training.

Vinnie says he doesn't know where he would be today had he not enrolled in ESBOCES. "Early on in Islip schools, I was not a great student," he admitted, "because I lacked focus. It was in the BOCES classroom that I became a strong student. I enjoyed it so much I couldn't wait to start college. I recommend BOCES because of the focus that's instilled and the various career paths that are available."

To read the complete story of Mr. Simeone's path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



**SUNDAY****MONDAY****TUESDAY****WEDNESDAY****THURSDAY****FRIDAY****SATURDAY****5****4****3****2****1****4****5****6****7****8****9****10****11****12****13****14****15****16****17****18****19****20****21****22****23****24****25****26****27****28****29****30****31****'14****'14**Special Education  
Report Cards  
MailedIndependence  
DayESBOCES Schools  
and Offices ClosedRegional  
Summer School  
Begins  
  
CTE Summer Career  
Exploration Camp  
Begins

LPN Graduation

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## ROBIN BONNER



## Success Story

Easy to pick out in a crowd, Robin Bonner is a standout because of her fashion style, poise, and beauty. She says it all began in the Fashion Design Technology class with Teacher Joyce Sims and Teacher Aide Linda Puglisi at Brookhaven Technical Center (BTC). The Westhampton Beach UFSD honors student and cheerleading captain believes that “ESBOCES is a great place for high school students to decide if their chosen field is what they really want,” Robin commented. “It put me on the right track.” She enrolled at the University of Rhode Island to major in Textiles, Fashion Merchandising & Design.

While at the university, Robin became Miss Rhode Island 2011. She took a year off from school to tour the state to speak about women’s cardiac care. The American Heart Association is a charity her sorority supports. She was keynote speaker at various events promoting healthy lifestyles and the value of a good education. In 2012, she used her scholarship money to study fashion marketing

## FASHION DESIGN TECHNOLOGY PROGRAM Brookhaven Technical Center

in Florence, Italy. Although she didn’t win the Miss America Pageant, she did manage to graduate “cum laude” from Rhode Island on time this spring. Now her goals include becoming an actress.

Robin recently visited Ms. Sims’ class and found a photo of herself on display. She earned the 2009 Outstanding Student Award.

“Many people have misconceptions about going to BOCES and were surprised that I was going there,” she shared. She attended her home school in the mornings, studied fashion design at BTC in Bellport in the afternoons, and then went back to Westhampton Beach High School for cheerleading practice and games. “It was hectic,” she admits, “but ESBOCES made me think outside the box. It helped me grow,” she concluded with a smile.

To read the complete story of Ms. Bonner’s path to success, please visit [www.esboces.org/successstories](http://www.esboces.org/successstories)



**SUNDAY****MONDAY****TUESDAY****WEDNESDAY****THURSDAY****FRIDAY****SATURDAY**

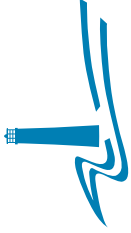
July

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September '14

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**3****4****5****6****7****8****9****10****11****12****13****14****15****16****17****18****19****20****21****22****23****24****25****26****27****28****29****30****31**



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[www.esboces.org](http://www.esboces.org)

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