WELCOME

to the

CENTER FOR CAREER SERVICES

SOUTHERN WESTCHESTER BOCES

STUDENT HANDBOOK

2026 - 2027

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SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

LETTER TO PARENTS / GUARDIANS

September 2026

Dear Parents and Guardians,

Welcome to the 2026–2027 school year at the Center for Career Services! Our primary goal is to provide your student with a high-quality career and technical education program that prepares them to be fully college and career ready.

The information in this handbook has been carefully prepared to ensure a successful year for your student and aligns with all Board of Education policies (copies of which are available in the Principal's Office and our website).

Please review this handbook carefully and discuss it with your child. Once reviewed, kindly complete, sign, and return the following items to your student's instructor **immediately**:

- **Policy Signoff Form** (located in the Forms section)
- **Emergency Medical Release Form** (located in the Forms section)
- **Internet Access & Program-Specific Forms** (located in the Forms section)

If you have any questions or concerns throughout the year, please do not hesitate to contact our administrative team at **(914) 761-3400**.

Thank you for your partnership in your child's education!

Sincerely,

Dahlia A. Jackson

Director

Center for Career Services

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Septiembre de 2026

Estimados padres y tutores:

¡Bienvenidos al año escolar 2026–2027 en el Center for Career Services! Nuestro objetivo principal es ofrecer a su estudiante un programa de educación técnica y profesional de alta calidad que lo prepare plenamente para la universidad y el mundo laboral.

La información contenida en este manual ha sido preparada cuidadosamente para garantizar un año exitoso para su estudiante y cumple con todas las políticas de la Junta de Educación (cuyas copias están disponibles en la oficina del director y en nuestro sitio web).

Por favor, revise este manual detenidamente y coméntelo con su hijo. Una vez revisado, le rogamos que complete, firme y devuelva de inmediato los siguientes documentos al instructor de su estudiante:

- **Formulario de aceptación de políticas** (ubicado en la sección de formularios)
- **Formulario de autorización médica de emergencia** (ubicado en la sección de formularios)
- **Formularios de acceso a Internet y específicos del programa** (ubicados en la sección de formularios)

Si tiene alguna pregunta o inquietud a lo largo del año, no dude en comunicarse con nuestro equipo administrativo al **(914) 761-3400**.

¡Gracias por colaborar en la educación de su hijo!

Atentamente,

Dahlia A. Jackson

Directora

Center for Career Services

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

CENTER FOR CAREER SERVICES **Website: careers.swboces.org**
65 Grasslands Road Phone: (914) 761-3400
Valhalla, New York, 10595 Fax: (914) 761-8099

CONTACT INFORMATION

Director:	Ms. Dahlia A. Jackson, ext. 2300 djackson@swboces.org
Principal:	Ms. Jaclyn De Lao, ext. 2304 jdelao@swboces.org
Assistant Principal:	Mr. Philip Donohue, ext. 2223 pdonohue@swboces.org
Counselors:	Ms. Anna Macchia, ext. 2352 amacchia@swboces.org
	Ms. Monica Mann, ext. 2243 momann@swboces.org
	Mr. Kevin McAllister ext. 2521 kmcallister@swboces.org
Social Worker:	Ms. Starr Felicier, ext. 2322 sfelicier@swboces.org
Work Based Learning Coordinator:	Tracy Reeves, ext. 2305 treeves@swboces.org
	Jaime Larmon, ext. 2371 jlarmon@swboces.org
Transition Specialist:	Sarah Hughes, ext. TBD shughes@swboces.org
Registrar / Attendance:	Ms. MaryJo Moran, ext. 2316 mmoran@swboces.org

***When contacting a teacher, please use email during the school day so as to not interrupt instructional time.** The teacher email addresses are their **first initial** and **last name** followed by @swboces.org
Example: Mr. John Smith would be jsmith@swboces.org

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

SCHOOL CALENDAR

SOUTHERN WESTCHESTER BOCES
SCHOOL CALENDAR
2026-2027

SEPTEMBER

Su	M	Tu	W	Th	F	Sa
		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			

OCTOBER

Su	M	Tu	W	Th	F	Sa
				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

NOVEMBER

Su	M	Tu	W	Th	F	Sa
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					

DECEMBER

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20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

Su	M	Tu	W	Th	F	Sa
					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						

SEPTEMBER
2 Superintendent's Conf. Day
3 Superintendent's Conf. Day
7 Labor Day
8 School Opens
21 Yom Kippur

OCTOBER
12 Columbus Day /
Indigenous Peoples' Day

NOVEMBER
3 Superintendent's Conf. Day
11 Veteran's Day
** 25 Student Dismissal at 11:30 AM and Staff Dismissal at noon **
26-27 Thanksgiving Recess

DECEMBER
24-31 Holiday Recess

JANUARY
1 Holiday Recess
18 Martin Luther King Jr. Day

FEBRUARY
15-19 Winter Recess

MARCH
22-26 Spring Recess

APRIL
22-23 Holiday Recess

MAY
31 Memorial Day

JUNE
18 Juneteenth Observance
23 Student Dismissal at 11:30 AM
24 Last Day of Student Attendance - Student Dismissal at 11:30 AM
25 Rating Day and Superintendent's Conference Day - Full workday for staff

FEBRUARY

Su	M	Tu	W	Th	F	Sa
	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						

MARCH

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

APRIL

Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

Su	M	Tu	W	Th	F	Sa
		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			

TOTAL DAYS:

Teacher	184
Student	180

Schools Closed

No Students / Staff Attendance Required for Full Day

Board Approved: January 14, 2026

SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

PROGRESS REPORTS / REPORT CARDS

Marking Period Schedule 2026 - 2027

Marking Period	Start	End
1st Q Progress Report	9/08/26	10/09/26
1st Q Report Card	9/08/26	11/06/26
2nd Q Progress Report	11/09/26	12/11/26
2nd Q Report Card	11/09/26	1/22/27
3rd Q Progress Report	1/25/27	3/05/27
3rd Q Report Card	1/25/27	4/09/27
4th Q Progress Report	4/12/27	5/07/27
4th Q Report Card	4/12/27	6/04/27

*PROGRESS REPORTS & REPORT CARDS ARE AVAILABLE ON THE PARENT PORTAL THE WEEK AFTER THE DATE LISTED ABOVE. IF YOU WOULD LIKE ADDITIONAL INFORMATION CONCERNING YOUR SON / DAUGHTER'S PROGRESS, PLEASE CONTACT THE GUIDANCE SECRETARY IN THE GUIDANCE DEPARTMENT AT (914) 761-3400, EXT. 2224.

DATES TO REMEMBER

2026-2027

DATE	EVENT
Thursday, October 8, 2026 **6:00 – 8:30pm**	**Fall Open House** **Back to School Night**
Friday. November 13, 2026 **8:30 – 11:30am**	**Career Conference** ***NO CTE CLASSES FOR STUDENTS***
Thursday, March 18, 2027 **6:00 – 8:30pm**	**Spring Open House** **Media Show** **College Transition Fair**
Thursday, June 3, 2027 **AM/PM** **Times TBD**	**Senior Awards**
Friday, June 4, 2027	**Last Day of Classes for Students**
Thursday, June 10, 2027 **6:00pm**	**CCS Recognition Ceremony** *Held at* *Westchester County Center*

GENERAL SCHOOL INFORMATION

MISSION STATEMENT

Southern Westchester BOCES supports students, districts and communities across our region through innovative, future-focused services, and forward-thinking leadership, cenered on equity, access, and opportunity for all.

SCHOOL ACCREDITATION

The Center for Career Services has been accredited by the New York State Education Department. This certification means that The Center for Career Services has met and must maintain strict standards pertaining to curriculum, teacher preparations, physical facility and equipment.

CLASS SESSIONS

The school day at the Center for Career Services consists of two sessions, AM & PM. Each session is held for 2 ½ hours per day. The beginning and concluding times are listed below:

SESSION	CLASS SCHEDULE		BUS DEPARTURE TIME
	Begin Time	End Time	Leaves CCS @
Morning Session (AM)	8:25 AM	10:55 AM	11:00 AM
Afternoon Session (PM)	11:55 AM	2:25 PM	2:30 PM

Students are expected to **report to their classrooms promptly** upon their arrival to the campus**.** Students will not be permitted to leave the classroom before the bell. Sufficient time will be allowed by each teacher for cleaning the shop area before dismissal.

CAFETERIA

The cafeteria at the Center for Career Services will be open to provide students with the opportunity to purchase small snack items such as drinks and other products from the culinary programs. The Café will be open to students during the following hours:

8:00 AM – 8:25 AM
8:45 AM – 9:00 AM
12:45 PM – 1:00 PM

**Special considerations for café use are contained in the CCS Guidance.*

DAILY ANNOUNCEMENTS

Morning Announcements (Pledge of Allegiance)
9:15 AM – 9:20 AM

Afternoon Announcements
1:15 PM – 1:20 PM

EARLY RELEASE / AFTER SCHOOL PICKUP

Students may **only** leave early with written parental/guardian permission as well as with the permission of administration. If a student is being "picked-up" by a parent or guardian, the adult **must come into the main office in Building D, complete an early release form, and show proper photo identification to sign the student out before he / she will be permitted to leave. If the student is being picked up by a third party, we require prior written authorization signed by the parent / guardian for the student to be released. The letter should indicate who the student is to be released to.**

**Special considerations for parent pickup are contained in the CCS Guidance.*

FIRE DRILLS / LOCKDOWN DRILLS / EVACUATIONS

SWBOCES, in alignment with NYSED, has created an Emergency Response Plan to address the safety of students and individuals on campus. Families will be notified via Blackboard and can also obtain information on our main website, www.swboces.org. As part of our safety procedures, we have several fire drills, lockdowns and possible evacuation drills scheduled throughout the school year; these will be announced. Notifications will be sent one week prior for drills held on our campus. Students must follow the directions of staff and go to their designated locations. Refrain from talking during these exercises. These rules are made to ensure the safety of everyone on the campus in the event of an emergency.

PARENT PORTAL

The Parent Portal is an extension of our Student Information System, eSchoolData (eSD). The portal is designed to give parents the ability to monitor their student's academic performance by being able to access their child's attendance, school schedule, report card grades and progress reports. This portal is accessible anytime, day or night, via the web.

SCHOOL DELAYS AND CLOSINGS

- The Southern Westchester BOCES website http://swboces.org/ in the BOCES news section on the homepage
- Cablevision News 12 website http://westchester.news12.com/. Notification will be on this website. SWBOCES information usually does **not** scroll on the bottom of this news channel
- WHUD – 100.7 FM radio station (Storm Center updates are scheduled by the station to be read on air twice per hour at the top and bottom of every hour)
- Storm Center Online Website http://www.pamal.com/stormcenter/whud.php
- Fios 1 News - go to www.fios1news.com for the Lower Hudson Valley, click on the "Weather" tab along the top of the page, and then click on "View school closings."

***If there is a 2-hr delay, there will be NO morning session at the Center for Career Services.**

SMOKING / VAPING

The Center for Career Services is a smoke / tobacco free campus. Smoking any type of substance or any other type of tobacco use is not permitted on grounds by students, staff or visitors. This includes vaping and/or JUUL's, which are also not permitted. Use of smoking or vaping can lead to disciplinary action based on the student code of conduct. Examples of disciplinary action may include in school suspensions or out of school suspensions.

STUDENT CLUB ADVISORS

CCS offers a host of Career and Technical Student Organizations (CTSOs) for students to participate in during their CTE experience. Staff will be considered for the roles of advisors for the different student organizations offered.

Current clubs include: GSA, HOSA, NTHS, SkillsUSA, Student Council, Unity Circle.

STUDENT VISITORS

The Center for Career Services staff welcomes prospective students who are interested in visiting classes. All visitors must have prior approval from their parents, home school principal, CTE teacher and CCS principal. Please be sure to obtain a "Visitor Form" for any guest you would like to visit the programs. The Visitor Form is available in your counselor's office. This is only available during designated time periods.

BUS REGULATIONS

SCHOOL DISTRICT TRANSPORTATION

Transportation to and from CCS is the responsibility of your home school district. Incidents that occur on the home school bus should be reported to your home school principal as well as the CCS principal.

CCS TRANSPORTATION

CCS provides transportation to and from designated areas on campus as well as work-based learning opportunities and field trips. The following rules apply when riding the CCS buses.

GETTING ON THE BUS

- The bus driver may not wait for you if you are not there on time.
- Always use caution upon entering and exiting the school bus.
- Be at your pick-up spot five minutes before pick-up time

ON THE BUS

- The bus driver is in charge. Follow his or her directions at all times.
- Please do not eat, drink, or smoke on the bus.
- Keep your head and arms inside the bus at all times.
- Never throw anything outside the window.
- Music is not allowed to be played loudly on the bus.
- Don't shout or make loud noises. Excessive noise can disturb the driver.
- Don't save a seat for friends.
- Keep the aisles clear at all times.
- Stay in your seat while the bus is moving.
- Smoking, vaping, etc. is not permitted on the bus or on school grounds
- Be careful with equipment on the bus. If you damage anything, you will be responsible for paying for the damage.
- Pets or animals are not allowed on the bus.
- You need written permission from your parents and approval from your high school principal to be dropped off at a different location.
- Vandalizing school bus property is prohibited.

IN CASE OF AN EMERGENCY

Do exactly what the bus driver tells you.

- Follow the emergency procedures established by your current bus company or the direction of any other staff.

STUDENT DRIVING REGULATIONS

Driving a vehicle to the Center for Career Services is a privilege granted after the student has completed the Student Driving Application and it has been approved by the student's principal at the Center for Career Services.

- Permit stickers given to the drivers must be hanging on the rearview mirror.
- A fifteen (15) mile per hour speed limit must be observed on all school property.
- Student drivers must be courteous to staff on bus duty and are required to readily present identification when requested by any school official. Cars will be searched for contraband with cause.
- **Students are to park in designated areas behind "D" and "G" Buildings.**
- The vehicle must be parked within the marked spaces.
- At no time should a vehicle occupy more than one space or be parked by shop areas**.**
- **Unauthorized parking in a designated handicap spot or No Parking Zone will not be tolerated.**
- **Students are not permitted to park at Building A or off campus at any time.**
- **Student drivers must go straight back to assigned student parking area upon their arrival to the campus.**
- **Drivers must not pass a school bus which is stopped or when lights are flashing. You must wait when school buses are exiting the campus.** You will possibly receive a ticket in the mail if you pass a school bus.
- **ALL traffic signs such as ENTRANCE, EXIT, STOP AND ONE WAY** signs are to be obeyed at all times.
- Vehicles are not to be left in the parking lot overnight. There will be no exceptions.
- A substitute vehicle must be reported and have prior approval by the Principal.

Students are not permitted to ride as passengers in another student's vehicle without written permission. Driving and parking privileges for high school students are not to be understood as granting permission or advocating carpooling with the students. Parents should require their children to use bus transportation exclusively unless they have authorized their child/children to drive to school. Unsafe driving practices will not be tolerated – i.e.: speeding, passing stopped school buses, accelerating and decelerating rapidly on campus, excessive noise or loud music, not following stated rules and/or instructions.

Permits for work on student's vehicles in the "Auto Shops" must be secured through the instructor of the automotive program in which the work will be performed. Permits must be obtained **48 hours** prior to bringing cars on campus for service. Students must **first** park in the assigned student parking area upon arrival to campus and then get the car to be worked on once the instructor gives permission to do so. This must be signed and dated by the principal in advance of the work being performed.

Student Driver Forms are available from your classroom teacher and the principal's office.

Any violation of the above regulations or any unsafe driving practices will result in the suspension or revocation of student driving privileges at the discretion of the principal.

STUDENTS AND THEIR PARENTS ASSUME RESPONSIBILITY FOR THE DRIVER AND THEIR PASSENGERS WHEN THEY DRIVE THEIR PERSONAL MOTOR VEHICLES TO/FROM SCHOOL AND SCHOOL SPONSORED PROGRAMS.

STUDENT PASSENGER REGULATIONS

Being a passenger in a vehicle to the Center for Career Services is a privilege granted after the student has completed the Student Passenger Application and it has been approved by the student's principal at the Center for Career Services.

- Students are not permitted to ride as passengers in another student's vehicle without **written permission**.
- Passenger Forms specify the specific driver a student is permitted to ride with. Passengers will not be allowed to ride with another driver without **written permission.**

Student Passenger Forms are available from your classroom teacher and the principal's office.

CLASSROOM PROCEDURES

ABSENCES

Students are expected to bring in a note to verify any absences from class that are not part of their school calendar. Please be aware that home school districts do not notify CCS of absences. All notes are to be turned into the classroom teacher, who will forward them to the registrar/attendance office at the end of each school day. In addition to providing the classroom teacher with a note, the registrar/attendance office can also be contacted directly at (914) 761-3400 ext. 2316 or via email to MaryJo Moran at mmoran@swboces.org.

The following attendance follow-up procedures are to be adhered to in order to ensure that our students and their parents are notified of absences in a timely manner:

- After the 3rd absence in a quarter, the teacher is required to CALL home and notify the parent of the absences.
- After the 6th absence in a quarter the teacher, counselor(s), and home school district will be involved as credits are now in jeopardy.
- According to the Board Approved COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (policy 6110 – see appendix), if a student reaches 7 absences in a quarter they **may not pass** the quarter without a make-up assignment agreed upon in writing and approved by the principal.
- **If students are going out on internships, it is their responsibility to inform the teacher so work and exams can be provided during their absence. The Work Based Learning Coordinator must also be informed.**

Home school districts and parents have access to a portal to view student attendance data. Students are also responsible for notifying their teacher of any absence due to an **approved** home school activity so that it can be verified by the SW BOCES staff. Failure to notify your teacher may result in an accumulation of "unverified" absences. Please refer to the **Attendance Policy** section of this handbook for additional details. For extended absences, an Absent Student Work Request form is available in the guidance offices.

The school closing calendar at the beginning of this handbook is the **SW BOCES CALENDAR,** which may slightly differ from the calendar of your home school district. If the home district is **CLOSED** according to their calendar, but SW BOCES is open, the student shall follow the home district calendar **unless otherwise directed**.

ACADEMIC DISHONESTY / CHEATING

Cheating occurs when one or more students obtain or assist others in obtaining credit for work which is not their own.

The Center for Career Services Academic Dishonesty Policy was written to maintain an environment dedicated to the personal, social, and intellectual development of students enrolled in our programs. We believe that academic dishonesty lowers students' characters and reputations and can lead to dismissal from employment, which is why we are being proactive in educating our students regarding this policy. Academic Dishonesty negatively affects both learning and teaching. Students, faculty, administration, parents, and the community will work towards maintaining an environment conducive to learning.

The intention of this document is not to limit students' rights but to clarify standards and expectations for all members of the school community. Teachers and administrators are expected to present and model these standards so that the students will know what is required and prohibited. Due to the serious nature of academic dishonesty, any act deemed in violation of the rules listed below will result in a zero for the work involved. The teacher will report the incident to the principal who will contact parents and oversee the enforcement of disciplinary actions.

If a student is found guilty of repeated violations of the established academic dishonesty rules in any marking period, failure for the entire marking period will occur regardless of other grades earned during that marking period. Under rare circumstances a student may fail for the entire year, if repeated occurrences occur during the entire year.

- **Situation one**: One offense will lead to a zero for assignment or assessment involved during the marking period.
- **Situation two**: Failure for the entire marking period will occur if two or more infractions occur.
- **Situation three**: Failure will result for the entire year if repeated infractions occur in more than one marking period. The student will also be subject to additional penalties when appropriate.

Common examples of academic dishonesty include, but are not limited to, the following:

- Using any form of hidden notes, copying from a classmate, or helping a classmate during a test (quiz to final exam).
- Receiving or giving questions or answers to an assessment to a classmate.
- Stealing or accepting an assessment that was stolen after the assessment has been scored and returned.
- Changing answers and seeking credit on an assessment after the assessment has been scored and returned.
- Changing the results on any performance examination given by the teacher or third-party assessor.
- Submitting a classmate or other person's work as one's own.
- Copying or stealing a classmate or other person's work.
- Allowing or giving permission of a classmate or person to copy one's work.
- Falsifying information for personal gain, i.e., CCS applications, college applications, college, scholarships, National Technical Honor Society, etc.
- Using computers, cell phone, I-Pods and any other communication devices in violation of guidelines established by the teacher.
- Presenting work generated by Artificial Intelligence applications as one's own.
- Using help such as notes, books, exerts or purchased services in violation of guidelines established by the teacher.
- Resubmitting the same or similar assignment in two different courses without the permission of the teacher.
- Plagiarizing: Presenting material taken from another source, including electronic works, without adequate documentation.

- Presenting a classmate or other person's work or ideas as one's own in research projects.
- Failing to cite with quotation marks the written words or symbols of a source or author, including literary criticism or study guides.
- Failing to cite the source of words, ideas, etc., which are quoted, paraphrased, or summarized in a classmate's or other person's oral or written work.

NOTE: Studying with classmates to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by the teacher.

APPROPRIATE DRESS

- Students are expected to dress appropriately and according to the Code of Conduct (please see Code of Conduct at the end of this handbook).
- In addition, each CTE classroom may also enforce its own unique regulations regarding appropriate dress.
- Due to safety concerns or to meet industry standards, there are no open-toed shoes allowed in any of the shop areas.
- **Please check with your teacher on classroom dress requirements specific to your trade area.**

**Special considerations related to appropriate dress are contained in the CCS Guidance.*

CELL PHONES / INTERNET-ENABLED DEVICES

Please refer to the cell phone policy at the end of the student handbook. **The Center for Career Services cannot be held responsible for the loss of any student's personal property, including personal technology devices.**

COMPUTER USAGE

Students may be permitted to use computers or other school owned technology as a part of their coursework. It is the student's responsibility to safely use this equipment and return the device to the teacher at the end of the session.

COMPUTER LOGINS / GOOGLE ACCOUNTS

Students who agree to the acceptable use policy (please refer to pages 28-33) will be given student network accounts to access school owned technology and the network. In addition, students will be granted a google account (name@student.swboces.org) and may be asked to use this account to access course materials. Login information will be provided by the classroom teacher.

PASSWORD RESET AND MAINTENANCE FOR STUDENTS

Student Emails/Passwords/eSchool Data

Emails

- All student email addresses are in eSD via the student profile.
  - Any student missing an email address in eSD should first be directed to your program's eSD person, MaryJo Moran.
- Password Reset Instructions:
  - Any new students throughout the year will always use the passwords listed below as their first login password.
  - Students' first-time default passwords are:
    - All Career Services Program students – SWBoces82
  - All Chromebook-based students will need to access the Microsoft Reset website (https://mysignins.microsoft.com/security-info/password/change) to change their password before they can use any device or their Google Account.
  - The password you choose will be in effect for the entire school year.
  - Student passwords must be a minimum of 8 characters in length.

Below is the link to the screen share on how to locate your student's account. Hold down the "CTRL" key and click on the link to view the video.

Start of School Student Password Reset for Chromebooks 25-26.pdf - Google Drive

HANDLING EQUIPMENT

- All students will receive training from the teacher on safe equipment use. Students will not use equipment that they have not been trained on.
- All equipment is to be used only when directly authorized by the teacher.
- Students are not authorized to modify any equipment, or remove any safety guards, in any way.
- Safety glasses are to be worn at all times when using equipment. Students will be responsible for any damage to equipment due to improper use.

IF YOU GET HURT

Students are obligated to report any injury while at the Center for Career Services to their teacher. If you get hurt, tell your teacher immediately as you may need some help or attention. If required, your teacher will send you to the nurse. In the event you are injured your parent / guardian will be informed and your teacher or nurse will fill out an incident report for your protection.

In the case of a serious emergency, you may be transported to Westchester County Medical Center or another area hospital. Please be sure to have the **Emergency Medical Release Form** (located at the end of this handbook) completed and turned in to your teacher.

LOCKERS

In some programs you will be assigned your own locker to store your work clothes, boots, etc. It is for your use only. Since lockers are the property of the school, **lockers may be routinely inspected at any time**. **Student locks need to be removed at the end of the school year in order to ensure lockers can be cleaned. Locks not removed will be cut off.** Students must provide their own locks and give a key or combination to the teacher. The school is not responsible for items taken from lockers.

MEDICATIONS

Use or sharing of any over the counter medication or prescription medication is strictly **prohibited**. In cases where medication is medically indicated, the following will occur:

- Medication must be brought to the nurse, along with a written order from the physician.
- Medication will be dispensed personally by the nurse or by the administrator's designee.
- Any over the counter or prescription medication that is not properly authorized will be confiscated.

PASSES

Students must have a pass when leaving the classroom while in session for any reason. This includes the cafeteria, bathroom, telephone, office, counselor, etc.

TEXTBOOKS / ONLINE RESOURCES

You may be given textbooks and other materials. You will be held responsible for any damages to materials.

In addition to textbooks, some programs use online resources such as web-based texts, instructional software, and other digital media. Many of these web-based products can also be accessed from home. Your teacher will review the classroom materials and procedures available to you.

COLLEGE & CAREER READINESS

ADDITIONAL CTE TRAINING

Most of our students continue their CTE education at the post-Secondary level. Your counselor at the Center for Career Services can help inform you of available options as their expertise is career-connected learning. At different times, your counselor may invite representatives from various colleges and post-secondary training programs to speak to interested students. Field Trips may also be made available for post-secondary education. Please take advantage of these informational sessions as you plan your future career path.

ARTICULATION AGREEMENTS

In addition to earning high school credits, our NYSED approved programs give our students the opportunity to gain college credits. These agreements with post-secondary schools are called "Articulation Agreements." Please speak to your teacher or counselor about the opportunities available in your Career and Technical Education program.
Please refer to the CCS website under the Counseling link for articulation agreements by program.

CAREER PLANNING

A very important part of your preparation for the world of work is to carefully plan and gain the knowledge to seek, secure, and maintain your job. All graduating seniors are required to complete a Career Plan as part of their CDOS Commencement Credential requirement. Your Work Based Learning Coordinator will work closely with your teachers to help you identify your occupational interests and strengths. Counselors are also available to assist students with academic, Career and Technical Education and personal/social problems. Your counselor will also be in contact with your home school counselor to provide support in this process.

HIGH SCHOOL CREDIT

Your Career and Technical Education (CTE) program is designed to teach you many important skills required in future employment. In addition to acquiring job skills, you may earn up to four (4) high school credits each year you attend – at the discretion of your home school district.

All of our CTE classes have Academic credits that are dependent upon your program of study. For example, all CTE programs in the Secondary Day division offer English in which half credit is earned each year of attending. There are also Math and Science credits available in designated programs.

TRANSITION SPECIALIST

Transition services are activities that facilitate the successful movement from school to postsecondary living. These activities are based on the students' needs, strengths, preferences, and interests. Transition services include instruction, related services, community experiences, the development of employment and other post-school living objectives and, when appropriate, daily living skills. The Center for Career Services has a Transition Specialist available to assist students in the planning and implementation of services that will enable students to successfully transition from school to the world of work and/or living independently. The Transition Specialist will also assist students to apply for ACCES- VR and OPWDD Services (if applicable). The Transition Specialist will act as a liaison between the home school district and The Center for Career Services to ensure that students receive the proper Transitional Services required to help them to successfully transition to post-secondary living.

WORK BASED LEARNING

Work-based learning is a term that applies to a broad array of learning experiences, from career awareness and exploration to career development and application. Work-based learning is defined as learning activities that take place in the workplace or in the school in collaboration with the community to provide a service or produce a product that meets industry standards. The successful design and implementation of WBL experiences require the collaboration of education and business and industry stakeholders.

Work-based learning can include several different activities, which can be arrayed along a continuum from short-term introductory experiences to longer-term more intense ones, including paid work and formal training. Activities such as job shadowing, community service/ volunteering, career-focused research projects, school-based enterprises, and community-based work programs are considered career awareness and exploration experiences. Clinical experiences (in health sciences programs) and the registered WBL programs are examples of career exploration, development, and application activities. All of these WBL experiences enable students to observe and experience the knowledge, skills, and training needed to succeed in a specific career pathway.

WORK BASED LEARNING BENEFITS FOR STUDENTS

- Provides opportunities to apply classroom learning to workplace experiences
- Establishes clear connections between education and worksite career applications
- Creates opportunities for exploration of possible careers

- Increases motivation to stay in school by making education more relevant
- Improves awareness of post-secondary opportunities
- Increases technical skills through their application in authentic tasks
- Promotes the practice of positive work habits
- Increases understanding of workplace expectations and skills needed
- Enhances general workplace competencies, such as communication, teamwork, and project planning
- Allows observation of work ethics of employer and employees
- Establishes professional contacts for future employment and mentoring

The Center for Career Services currently has a Work Based Learning Coordinator who is responsible for coordinating Work Based Learning experiences for the students who are enrolled in all the CTE Programs. The internships can be either on or off campus. The internships can be during the school day or after school and on weekends. The Center for Career Services will provide students with transportation for internships that are during the school day.



Senior Internship

Some second-year students are allowed to mix outside work with their classroom training. This is called Senior Internship. The Work Based Learning Coordinator will meet with programs to discuss various work opportunities available to students. They will assist in connecting students to possible avenues of employment.

Qualified students may be placed in jobs or internships for which they are trained. These students still come to the Center for Career Services when they are not working. To be considered "qualified", you have to be approved by your teacher and be considered reliable and competent through your record of attendance and performance.

If students are going out on internships, it is their responsibility to inform the teacher. Students are required to attend class a minimum of once per week. Students are also required to complete any missing classwork, projects, exams, including any technical assessments and final assessments required to complete the program.

STUDENT LEADERSHIP & ORGANIZATIONS

GAY-STRAIGHT ALLIANCE (GSA)

The Gay-Straight Alliance is a student organization that aims to create a safe, welcoming, and accepting school environment for all youth, regardless of sexual orientation or gender identity. Regular meetings will be held throughout the school year. You can speak with your guidance counselor or the school social worker for more information.

HEALTH OCCUPATIONS STUDENTS OF AMERICA

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps students find success in today's highly competitive workplace. NTHS also awards an increasing number of scholarships each year to its members. In order to qualify to be selected as a candidate for NTHS students must:

- Have a cumulative CTE average of 88 or higher
- No more than six (6) absences per quarter
- No suspensions

National Technical Honor Society

For additional information on the NTHS, please ask your teacher or a NTHS Student Representative or visit their website at: https://www.nths.org/

RECOGNITION CEREMONY

In June, the Center for Career Services holds an annual Recognition Ceremony to honor students that have completed their vocational programs. Each student is recognized by name, they cross the stage to receive a certificate of completion and various awards are given out during the event. This ceremony is similar in format to a graduation in the home district. Invitations to the Recognition Ceremony will be given to eligible students and their respective guests in May.

SKILLS USA

Your entire experience in Career and Technical Education is meant to teach you about the world of work. This is even taught when the students are having fun in extracurricular activities.

SKILLS USA is an organization specifically geared for students of occupational education. As a member of this organization, you will be involved in many school-related, industry-related, and civic activities that promote teamwork and leadership, as well as new friendships.

Another benefit of your membership in SKILLS USA is that you are eligible to demonstrate your skills in competitions related to your field of study. There are regional, state, and national competitions that you may have an opportunity to participate in. During these competitions, you will demonstrate your skills against other students from other schools. In the past, our school has had winners in each of these prestigious events. Many of these winners receive tools, grants, and scholarships.

We look forward to your participation in SKILLS USA. If you have any questions about SKILLS USA, please ask your teacher or a SKILLS USA Advisor or visit their website at http://www.skillsusa.org

STUDENT COUNCIL

Selected students will have the opportunity to meet with CCS Administrators on a quarterly basis to provide feedback on campus-wide issues. These selected students will represent the student body in some aspects of the CCS decision-making process.

STUDENT OF THE QUARTER

During the course of the school year, each CTE teacher will have the opportunity to select one student whose work ethic and class participation goes above and beyond. The Student of the Quarter from each CTE program will be recognized for their effort and the home district will be notified of this achievement.

SW BOCES RECOGNITION YEARBOOK CLUB

Students will work together to create a booklet that highlights the program completers accomplishments.

UNITY CIRCLE

The mission of the Unity Circle is to empower and improve life outcomes for young men. To provide an opportunity for young men to explore the different issues and challenges facing developing young men in today's modern society.

VALEDICTORIAN AND SALUTATORIAN

A valedictorian and salutatorian will be selected for the Center for Career Services campus. The valedictorian and salutatorian will be selected based on the criteria listed below.

CRITERIA FOR VALEDICTORIAN

- Must have attended CCS for two years
- Highest 2-year GPA
- Passing of industry certification assessment
- Attendance - at least 95% attendance rate
- Participation in campus activities

- No disciplinary action taken against student
- Induction in National Technical Honor Society

CRITERIA FOR SALUTATORIAN

- Must have attended CCS for two years
- Second highest 2-year GPA
- Passing of industry certification assessment
- Attendance - at least 95% attendance rate
- Participation in campus activities
- No disciplinary action taken against student
- Induction in National Technical Honor Society

NON-DISCRIMINATION POLICY

Non-Discrimination Statement of Southern Westchester BOCES

The Southern Westchester Board of Cooperative Educational Services (SWBOCES), its officers and employees, do not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, religion, disability, national origin, sexual orientation, gender identity and expression, military status or service, sex, age, marital status, domestic violence victim status, predisposing genetic characteristics, familial status, criminal conviction and conviction history, weight, ethnicity, creed, citizenship status, partner status, genetic information, and political affiliation.

This policy of nondiscrimination applies to access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment, and promotion of employees; and employment pay and benefits. In addition, SWBOCES will take steps to ensure that the lack of English language skills will not be a barrier to admission of students to educational programs or course offerings, to counseling services for students, or to student activities.

This policy also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

Civil Rights Compliance Officers

Senior Director of Human Resources 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org	Assistant Superintendent for Business & Administrative Services 17 Berkley Drive Rye Brook, NY 10573 Ph: (914) 937-3820 complianceofficer@swboces.org

SEXUAL HARASSMENT

A student can be subject to sexual harassment by any individual who might come in contact with the student in a school building, on school grounds or at school activities. Southern Westchester BOCES has designated two Compliance Officers to carry out the responsibilities associated with sexual harassment complaints.

Southern Westchester BOCES does not discriminate on the basis of sex in the educational programs or activities which it operates as required by Title IX nor does it permit the sexual harassment of students (or employees). All reports of sexual harassment will be held in confidence.
Students who believe they have been subjected to sexual harassment are to report the incident to the Compliance Officer(s).

Upon receipt of the complaint, the Compliance Officer(s) shall conduct a prompt, thorough and impartial investigation of the allegation. The student will be notified of the outcome of the investigation.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity for All Students Act is legislation that was signed into law by the New York State Education Department on September 13, 2010 and took effect on July 1, 2012.

New York State's **Dignity for All Students Act (The Dignity Act)** seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Center for Career Services has designated the following staff members the Dignity Act Coordinator:

- Jaclyn De Lao, Principal
- Philip Donohue, Assistant Principal
- Starr Felicier, School Social Worker
- Anna Macchia, School Counselor
- Monica Mann, School Counselor
- Kevin McAllister, School Counselor

Please report any and all instances of alleged bullying, harassment, etc. to the attention of the Dignity Act Coordinator for further investigation. Please refer to the **Code of Conduct** or the following website for additional information: http://www.p12.nysed.gov/dignityact/

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES

Statement of Overall Objectives

The SWBOCES Board will develop, review annually and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

a) To increase school completion for all students;

b) To raise student achievement and close gaps in student performance;

c) To identify attendance patterns in order to meet the needs of our students;

d) To account for every student for safety and other concerns. To identify attendance patterns in order to design attendance improvement efforts;

e) To verify that individual students are complying with education laws relating to compulsory attendance; and

f) To provide accurate attendance information to the component districts for the purpose of compliance with compulsory education laws as well as determining the districts' average daily attendance.

Description of Strategies to Meet Objectives

SWBOCES will:

a) Maintain a Comprehensive Student Attendance Policy;

b) Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student;

c) Enter attendance into a data management system;

d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems; and

e) Develop early intervention strategies to improve school attendance for all students.

Definitions

a) Pupil - Any person enrolled in any public or private school.

b) Register of Attendance - Any written or electronic record maintained for the purpose of recording attendance, absence, tardiness or early departure during the course of a school day.

c) Schedule of Instruction - Every period a pupil is scheduled to attend actual instruction or supervised study during a course of a school day during the school year.

d) Teacher - A member of the teaching or supervisory staff of the school.

e) Employee other than a teacher - A person other than a teacher employed in a position appropriate for the maintenance of pupil records.

EXCUSED AND UNEXCUSED ABSENCES, TARDINESS, AND EARLY DEPARTURES

Absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

Excused

a) Personal illness with written parental excuse

b) Illness or death in the family with written verification

c) Medical appointments with written verification

d) Administrative approved educational trips

e) Impassable roads due to inclement weather

f) Religious observance

g) Quarantine

h) Legal appointments with written verification

i) Administrative approved college visits

j) Administrative approved cooperative work programs or internship experience

k) Military obligations previously approved

l) Other reasons approved by the Board

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (Cont'd.)

Unexcused

a) Any reason for lack of attendance if it does not fall into the above categories.

b) Examples would include, but are not limited to, truancy, "cutting" a class, family vacation, hunting or fishing, babysitting, haircut, obtaining a learner's permit, road test, oversleeping. Truancy means any student absence from SWBOCES that is unexcused or unauthorized.

c) No excuse or note from parent/guardian after (3) three days.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commission of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established SWBOCES/building procedures. Absences from Career and Technical Education,
a.m. or p.m., will be reported to our component schools as soon as possible after the start of class. The SWBOCES will assist in the follow-up of students. At the beginning of the school year, the SWBOCES will confer with each component school to establish procedures to ensure accurate attendance records.

Student Attendance/Course Credit Recommendations

For each marking period a percentage of a student's final grade will be based on classroom participation, as well as, the student's performance on homework, tests, papers, projects, etc., as determined by the classroom teacher. For purposes of this policy, classroom participation means a student is in class, prepared to work, and is productive during class.

Students are expected to attend all scheduled classes. Unexcused student absences, tardiness, and early departures will affect a student's grade for the marking period, including grades for classroom participation.

At the middle school / senior high school level, any student with more than fifteen percent (15%) absences in a course (based on the SWBOCES Career and Technical Education calendar year) may not receive recommendation for credit for the course or a Certificate of Completion. Students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work shall not be counted as an absence in determining the student's eligibility for course credit. SWBOCES procedures will specify how student tardiness and early departures will be calculated and factored into the SWBOCES minimum attendance standard. Tardiness and early departures are tracked on the computerized student information system.

For summer school and courses meeting 1/ 2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (Cont'd.)

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or

b) Working pursuant to an approved internship program; or

c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the Career and Technical Education Center and/or Special Services Center. A student will have five (5) calendar days to turn in assigned make-up work to their teacher.

Parents/persons in parental relation and students will be informed of this SWBOCES policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the recommendation for denial of course credit to the student for insufficient attendance. The following guidelines shall be followed:

a) SWBOCES Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in SWBOCES as part of the student Code of Conduct;

b) The Attendance Policy will also be included in parent/student handbooks;

c) At appropriate intervals, a designated staff member(s) will notify the component school district and the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit for success in the program. If the parent/person in parental relation cannot be reached by telephone, a registered letter shall be sent detailing this information;

d) A designated staff member will review the SWBOCES Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures prior to denial of course credit. Appropriate student support services may be implemented or referral to appropriate community agencies or the component schools prior to the recommendation for denial of course credit for insufficient attendance by the student; and

e) An attendance committee will be established by the SWBOCES to review attendance cases when necessary.

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (Cont'd.)

Notice of Students Who are Absent, Tardy or Depart Early Without Proper Excuse

3-7 days Teachers will be responsible for early intervention and should make referrals to the school counselor and Building Principal / Supervisor when patterns arise. The Building Principal /Supervisor must be involved if a student misses 7 or more days in an academic quarter. Intervention strategies will be employed by teachers and other school employees to address patterns of absences, tardiness, or early departures. Each student's situation will require strategies tailored to their needs and situation.

10 days Parent or person in parental relationship and sending district will be notified by letter.

15 days Student will have a conference with a member of the Attendance Committee. A contract will be drawn up with the student stating, "No certificate of completion or credit will be given if you continue to miss more school days." A plan will be developed to help ensure a positive response is reached to this problem.

20 days Student and parent/person with parental relation will have a conference with the Attendance Committee to discuss the situation and review possible consequences and strategies to work with the family.

The component school district will be notified of our recommendation to deny credit for the course and/or the loss of obtaining a Certificate of Completion from SWBOCES. A plan for the student will be formulated and put in place.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the Southern Westchester BOCES Code of Conduct.

Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated SWBOCES personnel will pursue the following:

a) Notification by designated staff member(s) by telephone to the parent/persons in parental relations or to the student's home district if the student attends a SWBOCES program for less than a full school day, of any student's absence or tardiness. Messages will be left for the parent/person in parental relation if contact is not made. Documentation of all successful and unsuccessful contacts regarding absences will be maintained. Extended absences/tardiness will be followed up with written notice and copies sent to the home school with a conference involving all parties when necessary. Requests for early dismissal must be verified by designated staff member prior to granting approval.

b) There will be identified milestones for attendance to determine students with attendance concerns. These milestones will be accompanied by prescribed interventions which are defined by each program (i.e., certified letter; home visit by counselor; referral to counseling/court; District involvement, etc.).

c) Designated staff person, under the supervision of the program administrator, will monitor and be able to report regarding program procedures and implementation of these procedures.

Appeal Process

A parent/person in parental relation may request a building level review of his/her child's attendance record.

SUBJECT: COMPREHENSIVE SECONDARY STUDENT ATTENDANCE POLICY FOR SOUTHERN WESTCHESTER BOCES (CONT'D.)

Building Review of Attendance Records

The Building Principal/Supervisor will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness, and early departures.

Annual Review by the Board

The Board shall designate center directors to annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy as deemed necessary to improve student attendance.

Community Awareness

The Board shall promote necessary community awareness of the SWBOCES Comprehensive Student Attendance Policy by:

a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;

b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and

c) Providing copies of the policy to any other member of the community upon request.

Comprehensive Student Attendance Policy For Special Education Students Housed in Component Facilities

Students housed in component school facilities will be subject to the attendance policy of their home school district.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

Adopted: 6/23/10

Book SW BOCES Policies

Section 7000- STUDENTS

Title Regulation-Student use of Computerized Information Resources (Acceptable Use Guidelines) Code

7315-R

Status Active

Adopted July 11, 2025

Program Implementation

Southern Westchester BOCES (SWBOCES) recognizes that the effective use of technology is important to our students and will be essential to them as adults. Consequently, SWBOCES will provide access to various computerized information resources through the SWBOCES computer network (BCN hereafter) consisting of software, hardware, computer networks, and electronic communications systems. This may include access to Artificial Intelligence (AI), electronic mail (e-mail), on-line services, Wi-Fi and the Internet.

The BCN is for educational and/or research use only and must be consistent with the goals and purposes of SWBOCES. The standards of acceptable use as well as prohibited conduct by students accessing the BCN, as outlined in SWBOCES policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of acceptable behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the SWBOCES Code of Conduct also apply to student access to the BCN. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students at all levels where there is such software use. In addition, the Building Principal or their designee and/or classroom teacher will be responsible for informing SWBOCES students of rules and regulations governing student access to the BCN.

In order to match electronic resources as closely as possible to the approved SWBOCES curriculum, SWBOCES personnel will review and evaluate resources in order to offer a variety of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of communication tools and electronic information resources to conduct research and other studies related to the SWBOCES curriculum. To the greatest extent possible, access to SWBOCES computerized information resources will be designed in ways which guide students to those resources which have been reviewed and evaluated prior to use. Students shall be provided with guidelines and a diverse collection of resources particularly suited to the learning objectives. All electronic resources are required to be reviewed for compliance with New York State Education Law 2-d and other data privacy laws. Procedures are in place at all campuses to ensure proper compliance with state and federal data privacy requirements, both when acquiring new resources and/or renewing current resources for the upcoming school year.

Standards of Conduct Governing Student Access to the SWBOCES Computer System

Inappropriate use of the BCN may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the BCN, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The BCN is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by SWBOCES may be provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of SWBOCES computerized information resources are responsible for their behavior and communications over the SWBOCES computer network. It is presumed that users will comply with SWBOCES standards and will honor the agreements they have signed.

Student data files and other electronic storage areas are treated like school lockers. Such areas are SWBOCES property and subject to SWBOCES control and inspection. The Director of Technology may access all such files and communications without prior notice. Students should not expect that information stored on the BCN will be private as there is no expectation of privacy for such information.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with other sources of information such as television, telephones, movies, radio, and other media that may present potentially offensive/controversial materials.

Use of the BCN which violates any aspect of the SWBOCES Acceptable Use policy, the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with the law and the SWBOCES Code of Conduct. In addition to SWBOCES general requirements governing student behavior, specific activities shall be prohibited by student users of the BCN including, but not limited to, the following:

Using the BCN to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.

Use of obscene or vulgar language.

Harassing, insulting, bullying, threatening or attacking others.

Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.

Using unauthorized software on the BCN.

Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the Director of Technology.

Violating copyright law, including the illegal file sharing of music, videos and software.

Employing the BCN for non-educational, commercial purposes, product advertisement or political lobbying.

Disclosing an individual password to others or using others' passwords.

Transmitting material, information or software in violation of any SWBOCES policy or regulation, the SWBOCES Code of Conduct, and/or federal, state and local law or regulation.

Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone.

Accessing personal, interactive sites (such as Pinterest, Facebook, X, LinkedIn, Flickr blogs, etc.) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.

Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.

Using digital devices or services (such as smart phones, or AI), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Utilizing AI services in a way that violates the Student Code of Conduct or the Acceptable Use policy.

Network accounts and email are to be used only by the authorized owner of the account. Students are prohibited from accessing other students' accounts and parents/guardians are prohibited from using their student's account to access their own personal applications or other networks. Any user of the BCN that accesses another network or computer resources shall be subject to that network's acceptable use policy.

Sanctions

Violations may result in suspension and/or revocation of student access to the BCN as determined in accordance with appropriate due process procedures.

Additional disciplinary action may be determined at the building level in accordance with the law and the SWBOCES Code of Conduct.

When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the BCN identifying a security problem on the SWBOCES system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the BCN with any account, other than the one provided to the student, may result in restriction or suspension of user privileges. Any user identified as a security risk may be denied access to the BCN. Further, any violations regarding the use and application of the BCN shall be reported by the student to the teacher in charge.

Notification

The SWBOCES Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the BCN.

Book SW BOCES Policies

Section 7000- STUDENTS

Title Student Acceptable Use Policy (AUP)

Code 7315

Status Active

Adopted June 25, 2025

Southern Westchester BOCES (SWBOCES) will provide access to various computerized information resources through the BOCES computer network (BCN) consisting of software, hardware, devices, computer networks, and electronic communications systems. This may include access to email, on-line services, and the Internet. It may also include the opportunity for some students ("student" refers to those enrolled in SWBOCES programs grades K-12 or Adult Education) to have independent access to BCN resources, such as Microsoft, Google, and/or approved Artificial Intelligence platforms, from their home or other remote locations. All use of the BCN, including independent use off school premises, will be subject to this policy. Further, all BCN use must be in support of education or research and consistent with the goals and purposes of SWBOCES.

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 BCN and also to give students and parents or guardians notice that student use of the BCN will provide student access to external computer networks not controlled by SWBOCES. SWBOCES cannot screen or review all 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 or guardians.

Although SWBOCES does use internet content filtering as a preventative measure while students are using the SWBOCES BCN, 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 this content or material from their home, other locations off SWBOCES premises, and/or with a student's own personal technology or electronic device on school grounds or at SWBOCES events. Parents and guardians are encouraged to partner with SWBOCES in establishing boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the BCN or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at SWBOCES events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity apply to use of the BCN. This policy does not attempt to articulate all required and/or acceptable uses of the BCN; nor is it the intention of this policy to define all inappropriate usage.

SWBOCES students must also adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

SWBOCES reserves the right to pursue legal action against a student who willfully, maliciously, or unlawfully damages or destroys SWBOCES property and/or its computer networks. Further, SWBOCES may bring suit in civil court against the parents/guardians of any student who willfully, maliciously, or unlawfully damages or destroys SWBOCES property and/or its computer networks pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas, like school lockers, are considered SWBOCES property subject to control and inspection. The Director of Technology may access all files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy. Students should have no

expectation of privacy for any information or files in the BCN, including, but not limited to, SWBOCES-owned computers/devices, the SWBOCES email system, or the SWBOCES network in general.

Rules of Conduct and Compliance

Students who violate this Acceptable Use policy and/or its accompanying regulations may have their access rights suspended or revoked by SWBOCES. In addition, disciplinary action may be taken as permitted by applicable law and the Code of Conduct. A list of non-exhaustive examples of prohibited uses of the BCN are provided in Regulation 7315- R.

The Consent and Waiver Agreement associated with this policy must be signed and returned by the student as a condition of use of and access to the BCN. The Consent and Waiver Agreement may be signed by the student's parent or guardian on behalf of the student if the student is unable to sign due to age or disability. By signing the Consent Form, students, or parents if they are signing on their child's behalf, agree that suspension or revocation of access will be determined by the network administrator acting in consultation with building and BOCES-wide administration.

This Acceptable Use Policy is subject to change. SWBOCES reserves the right to restrict or terminate BCN access at any time for any reason. SWBOCES further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the BCN and to monitor acceptable use.

Notification

The BOCES' AUP will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the BCN.

General Obligations Law § 3-112
NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering
BOCES Code of Conduct

SW BOCES ACCEPTABLE USE POLICY: TECHNOLOGY AND THE INTERNET: STUDENTS

The following Policy must be agreed to by the students and his/her parent, person in parental relation or legal guardian before access will be provided to SWBOCES computer and Internet facilities. Use of such facilities after receipt of this Policy is deemed to constitute agreement.

INTRODUCTION

SW BOCES furnishes computers and provides access to the Internet in order to support learning and enhance instruction. By providing access to the Internet, a vast information highway connecting thousands of computers all over the world, SW BOCES intends to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

However, SW BOCES also recognizes that with this access comes the availability of material which is unrelated to scholarship, and which in many instances is inappropriate for places of learning, and is inappropriate for young people in particular.

For this reason, some resources such as e-mail and discussion groups are only to be used under direct supervision by faculty, and will be limited to teacher-directed projects. In addition, SW BOCES has taken precautions to restrict access to questionable materials, but students and parents need to know that it is impossible to control all materials.

Much of the responsibility for appropriate use of the Internet must rest on students themselves. Therefore, SW BOCES requires that students act responsibly by reading and following the policies outlined below.

In compliance with the Children's Internet Protection Act, SW BOCES has taken precautions to restrict access to questionable materials, but students and parents need to know that it is impossible to control all materials. BOCES' course of instruction regarding technology/digital equipment will include safety, cyber-citizenship, and appropriate digital behavior.

Parents and students must understand if procedures and policies are not followed for the use of technology, students may lose access privileges and there may be consequences.

APPLICABILITY AND GENERAL PRINCIPLES

These policies apply to all students who gain access to the Internet via computer equipment and/or access lines located in SW BOCES. This includes any remote access which students may gain from off-site, but which involves the use of SW BOCES sites, servers, intranet facilities, email accounts or software.

All access to and use of the Internet must be for the purposes of education and research consistent with the educational goals of SW BOCES. Students must make efficient, ethical and legal utilization of network resources. Students must be aware that material created, stored on, or transmitted from or via the system is not guaranteed to be private. In addition to the fact that the Internet is inherently insecure, SW BOCES network administrators may review the system at any time to ensure that the system is being used properly. For this reason, students should expect that e-mails, materials placed on personal Web pages, and other work that is created on the SW BOCES network or using SW BOCES equipment may be viewed by a third party and is subject to this policy.

External access will be provided to authorized users by the assignment of unique log-in identification codes ("usernames" and passwords) and, where appropriate, with limited hard disk space on SW BOCES hardware, for their own individual use. Authorized users will be personally responsible

for maintaining the integrity of the SW BOCES access policy, and may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party.

Usernames and passwords will be furnished subject to the provisions of this Policy, and such updates or modifications as may hereafter be promulgated.

Users must respect the integrity and security of the SW BOCES systems and network, and the access rights, privacy and reasonable preferences of other users. The SW BOCES reserves the right to limit access time and disk space in order to optimize an equitable allocation of resources among users.

The SW BOCES makes no warranties of any kind, whether express or implied, for the service it is providing. It is not responsible for any damages, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions, whether caused by the SW BOCES negligence, or by a user's errors or omissions. Information obtained from the Internet is used at the user's (student's) own risk, and the SW BOCES specifically disclaims any responsibility for the accuracy or quality of information obtained by students via access provided by or through the SW BOCES.

The following policies are intentionally broad in scope and, therefore, may include references to resources, technology and uses not yet available.

RULES OF CONDUCT AND COMPLIANCE

This Acceptable Use Policy is part of the SW BOCES Code of Conduct, and the responses and consequences set out in the Code of Conduct will apply if a student acts in violation of this Acceptable Use Policy.

Students who violate this Acceptable Use Policy may have their access rights suspended or revoked by the network administrator in accordance with applicable due process rights. In addition, because the SW BOCES information networks and systems are used as part of the educational program, the Southern Westchester BOCES Code of Conduct also applies to any and all network activities.

Except as otherwise indicated below, all policies and prohibitions regarding users of the network also apply to users of individual SW BOCES computers, digital and electronic equipment.

a) The network may not be used to download, copy, or store any software, shareware, or freeware. In order to avoid copyright issues, this prohibition applies to any such downloading, copying or storage, regardless of copyright status, unless approved by a network administrator. Moreover, only the network administrator is authorized to consent to the terms of any software license with respect to downloaded programs.
b) No user may add any software or application to a SW BOCES computer or to the network without the prior approval of the appropriate faculty member/administrator (in the case of an individual computer) or the network administrator (in the case of the network).
c) The network may not be used for any commercial purposes, and users may not buy or sell products or services through the system.
d) The network may not be used for advertising, political campaigning, or political lobbying.
e) The network may not be used for any activity, or to transmit any material, that violates United States, New York State or local laws. This includes, but is not limited to, fraudulent acts, violations of copyright laws, and any threat or act of intimidation or harassment against another person.
f) The SW BOCES is a place of tolerance and good manners. Use of the network or any SW BOCES computer facilities for cyber-bullying, bullying, harassment, intimidation, hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group or harassing any person or group by reason of race, color, religion, national origin,

ethnic group, religion and religious practices, sex, gender, sexual orientation, mental and physical abilities, disability, or any other category protected by federal and state law is strictly prohibited.

g) Network users may not use vulgar, derogatory, or obscene language.

h) Network users may not post anonymous messages or forge e-mail or other messages.

i) Network users may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log on to their own accounts. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. However, students must be aware that any information stored on or communicated through the SW BOCES network may be susceptible to "hacking" by a third party.

j) Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator. Likewise, use of the network to access or process pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.

k) Users may not access newsgroups, chat rooms, list servers, or other services where they may communicate with people outside of the SW BOCES (specifically including e-mail) unless they are supervised by a teacher and have been given explicit approval to do so (e.g., "keypal" interactions for a particular class).

l) Users may not engage in "spamming" (sending irrelevant or inappropriate electronic communications individually or en masse) or participate in electronic chain letters other than for official SW BOCES purposes.

m) Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to criminal prosecution as well as to disciplinary action by the SW BOCES. This includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging any files; altering the system; using the system to make money illegally; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any SW BOCES property.

n) Users may not intentionally disrupt information network traffic or crash the network and connected systems. They must not download, degrade, disrupt or save excessively large files without the express approval of the network administrator. Users may not add any software or applications to the SW BOCES' network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator.

o) As is the case with all student work, users may not plagiarize, which is a serious academic offense. Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit must always be given to the person who created the article or the idea. A student, who by cutting and pasting text or data, leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism.

p) Users must comply with the "fair use" provisions of the United States Copyright Act of 1976.

q) "Fair use" in this context means that the copyrighted materials of others may be used only for scholarly purpose and that the use must be limited to brief excerpts. The SWBOCES' library professionals can assist students with fair use issues.

r) Users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder. Software must be purchased or licensed before it can legally be used.

s) Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Use of SW BOCES printers and paper must be reasonable.

t) Users must behave properly in any computer lab setting. Normal rules of classroom decorum and complacence with instructions from faculty and administrators will apply.

VIOLATIONS AND CONSEQUENCES

Responses and consequences of violations include but are not limited to:

a) Suspension or revocation of information network access;
b) Suspension or revocation of network privileges;
c) Suspension or revocation of computer/electronic/digital access;
d) Suspension from school;
e) Criminal prosecution.

Repeated or severe violations will result in more serious penalties than one-time or minor infractions.

In addition, SW BOCES will seek monetary compensation for damages in appropriate cases.

This Acceptable Use Policy is subject to change. SW BOCES reserves the right to restrict or terminate information network access any time for any reason. SW BOCES further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the network and to monitor acceptable use. SW BOCES administrators will make final determination as to what constitutes unacceptable use.

Disciplinary penalties involving possible suspension from school will be determined in accordance with the Southern Westchester BOCES Code of Conduct. However, suspension or revocation of network and/or computer access will be determined by the network administrator, acting in consultation with Building and SW BOCES-wide administrators and in accordance with applicable due process rights.

DEFINITIONS

Alcohol use, possession, sale, distribution: Alcohol in any form or any amount is strictly prohibited on school grounds, in buildings, at any school-sponsored event or activity whether onsite or off-site. This includes but is not limited to liquor, malt beverages, wine or other intoxicating liquid.

Arson is defined as deliberately starting a fire by using a match, lighter or other device (including magnifying glass) to ignite combustible items with the intent to damage or destroy property of any sort.

Assault: Intentionally or recklessly causing physical injury to a person with or without a weapon. Physical injury means impairment of physical condition or substantial pain and includes (but is not limited to) such events as black eye, welts, abrasion, bruising, black/blue marks, cuts, swelling, severe headaches, joint, muscle pain; stab or puncture wound, fractured or broken bone or teeth, concussion, risk of death or disfigurement, health impairment or loss of function of any bodily organ.

Bomb, Explosive: Incendiary or explosive materials or devices or other dangerous materials that can cause physical injury or death.

Bomb threat: Telephoned, written, electronic or digital message that a bomb, explosive, chemical or biological weapon has been or will be placed on school property, including bus, buildings, grounds.

Cyber Bullying means the use of communication, digital and/or electronic devices for the purpose of bullying, harassment, intimidation, embarrassment, threats, ostracism, defamation or other negative intent.

Defamation: Demeaning or harming the reputation of a person or group of persons, including making false representation or derogatory conclusions about a person or group, may include slurs, epithets or inappropriate language.

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medic ally accepted clinical or laboratory diagnostic techniques or (b) a record of such impairment or (c) a condition regarded by others as such an impairment…(excerpted from §Ed. Law 11[4] and Executive Law §292[21]).

Disruptive students means a student of age 21 or under who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom and demonstrates a persistent unwillingness to comply with instructions of the teacher.

Drug Use, possession, distribution, and sale: It is strictly prohibited for students, staff, visitors or others to use, sell, distribute or possess substances of abuse, including illicit drugs. These substances include but are not limited to controlled substances (DEA scheduled narcotics) such as cocaine, marijuana, hallucinogens, stimulants, heroin, opiates, LSD, PCP, steroids, designer drugs. This category also includes prescription medications not in accordance with the District medication policy, look-alike drugs, synthetic marijuana and any other abusable substances.

Drug-related paraphernalia includes any device, material or instrument that on its face is used for the production, packaging, distribution or ingestion of a drug, illegal substance or prohibited substance. This includes but is not limited to rolling paper, hash pipe, roach clip, clip, water pipe, bong or other items used for any of these purposes.

False alarm: Activating a fire or disaster alarm, false reporting a fire, bomb or similar device is prohibited for students, staff or visitors.

Functional behavioral assessment means the process of determining why the student engages in behaviors that impede learning and how the student's behavior relates to the environment.

Gang-related Activities: Gangs are organized groups engaged in dangerous and often criminal activity such as vandalism, robbery or intimidation. The District prohibits possession or displaying of symbols, colors, special dress or accessories of any sort that designate membership or alliance with gangs.

Gender means actual or perceived sex and includes a person's gender identity or expression.

Harassment: Under Education Law §11[7], harassment includes conduct, verbal threats, intimidation or abuse that creates a hostile environment for a student, conduct that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Harassing behaviors or conduct may include but is not limited to acts based on actual or perceived characteristics of students which can include actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, gender, sexual orientation, or sex.

Hazing includes any intentional or reckless acts directed at an individual or group for the purpose of initiation, affiliation or maintaining membership in any school sponsored club, team, organization or activity. Hazing activities produce mental or physical discomfort, embarrassment or humiliation.

Indecent exposure: Revealing private parts of the body in a lewd or indecent manner.

Insubordination: Refusal to comply with reasonable directions of school staff members is a form of insubordination. Refusal to identify self upon request, refusal to comply with rules or lying to school personnel constitutes insubordination.

Intimidation: Threatening, stalking, and seeking to compel or coerce a person (or persons) to behave in a specific manner or to commit a specific act or acts. This can be verbal, electronic, written or physical or through the use of epithets or slurs. NYS VADIR defines intimidation as repeated ―threatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in written, verbal or physical conduct that threatens a person or group with harm, including intimidation through the use of epithets or slurs involving actual or perceived race, ethnicity, national origin, religion, religious practice, gender, sexual orientation, age or disability that substantially disrupts the educational process.‖

Parent means a biological, adoptive or foster parent, guardian or person in parental relation to a student.

Probable cause relates to a threshold of information that must usually be met before **police** make an arrest, conduct a search or receive a warrant: Information is reliable if it shows that it's more likely than not that a crime has occurred and the evidence sought exists at the place named in the search warrant, or that the suspect named in the arrest warrant has committed a crime.

A reasonable suspicion exists when a reasonable person under the circumstances, would, based upon specific and articulable facts, suspect that a crime has been committed.

Robbery is stealing from an individual or school accompanied by the use or threat of physical force.

School bus: is every motor vehicle owned and operated by SW BOCES or a public school district for the transportation of students, children of students, teachers and other persons acting in a supervisory capacity and a motor vehicle privately owned and operated for compensation for the transportation of students, children of students, teachers and other persons acting in a supervisory capacity to or from school or school functions.

School function: is a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

School Personnel / Staff / Employee: For the purposes of this document, the terms ―school personnel,‖ ―staff‖ and ―employee‖ refer to (a) any person receiving compensation from SW BOCES, (b) any person employed by a service provider under contract with SW BOCES to provide educational or related services to its students or personnel or (c) any person placed within the school under a public assistance employment program, pursuant to Title 9-B of Article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to SW BOCES, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

School Property refers to the space in or around any public school building or structure; any property or grounds within the real property line or boundary; athletic playing fields, playgrounds, parking lots, school busses are included.

Sexual Orientation means actual or perceived heterosexuality, homosexuality or bisexuality.

Student with a disability: For the purposes of this document, the phrase ―student with a disability, means a student who, because of mental, physical or emotional reasons can only receive appropriate educational opportunities from a program of special education. This phrase does not include a student whose educational needs are due primarily to unfamiliarity with the English language, environmental, cultural or economic factors.

Theft: Stealing of property from a person or school.

Trespass: The unauthorized presence of a person in a school building or school property, at a school-related site or activity without official permission.

Vandalism is the act of damaging, defacing or destroying property belonging to the school, district or staff. This includes such items as buildings, furniture, grounds, vehicles, equipment or materials.

Violent Student: A student under the age of 21 who commits an act of violence (or attempts to commit an act of violence) upon a school employee, student or other person lawfully on school property or at a school function. In addition, a violent student is one who displays, possesses or threatens using what appears to be a weapon.

Weapon: The following constitute a weapon, as defined under state and federal law, but this definition is not all inclusive: rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun or spring gun; switchblade knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife or other dangerous knife; billy club, blackjack, bludgeon, chukka stick, metal knuckles; sandbag or sand club; sling shot or slungshot; martial arts instrument (including kung fu star, ninja star, nunchuk or shirken); explosive such as firecracker or fireworks; deadly or dangerous chemical including but not limited to strong acid or base, mace or pepper spray; imitation gun; loaded or blank cartridge or other ammunition; or any other deadly or dangerous instrument.

SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

As required by New York State law, Southern Westchester BOCES (SWBOCES) consulted with local stakeholders including employee organizations, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. The purpose of this policy is to ensure that students remain focused on their academic responsibilities throughout the school day.

For purposes of this policy, the following definitions apply:

a) "Internet-enabled devices" means and includes, but is not limited to, any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;

"Internet-enabled devices" does not include:

1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or

2. Internet-enabled devices supplied by SWBOCES that are used for an educational purpose.

b) "School day" means the entirety of every instructional day as required by subdivision 7 of Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.

c) "School grounds" means in or on any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a SWBOCES facility.

Although students are generally prohibited from using personal Internet-enabled devices during the school day anywhere on school grounds, students may be authorized to use an Internet-enabled device during the school day on school grounds:

a) If authorized by SWBOCES, a SWBOCES principal, or a SWBOCES teacher for a specific educational purpose;

b) Where necessary for the management of a student's health care;

c) In the event of an emergency;

d) For translation services;

e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or

f) Where required by law, or where the use is included in the student’s Individualized Education program (IEP), or Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include, but are not limited to, student lockers, designated storage bins in classrooms, or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the students' devices. SWBOCES will communicate the procedures for storing and retrieving devices at the beginning of each school year, ensuring that students understand their responsibilities in using the on-site storage facilities provided.

Methods for Parents to Contact Students During the School Day

To accommodate necessary communication, parents or persons in parental relations may use the following methods to contact their student during school hours while adhering to this policy:

a) School Office Phone: Parents or persons in parental relations may call the school's main office, and the office staff will relay messages to the student or call the student to the office to speak with their parent or person in parental relation.

b) Designated Contact Email: Schools may provide a designated email address for parents and persons in parental relations to send messages. These emails will be monitored by school staff who can then pass the messages on to the students.

c) Classroom Intercom System: In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.

d) Written Notes: Parents or persons in parental relations can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relations will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year. This information will also be posted on the appropriate SWBOCES web pages.

Student Discipline for Accessing Internet-Enabled Devices During the School Day

Generally, discipline will be progressive and will include equitable and age-appropriate remedies and procedures that make appropriate use of prevention, education, intervention, and discipline. Specific disciplinary actions and consequences are outlined in the SWBOCES Code of Conduct. As per New York State law, SWBOCES is prohibited from suspending a student from school solely for accessing internet-enabled devices in violation of this policy.

Posting and Translation of Policy

As required by New York State law, SWBOCES will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting and Mitigation Action Plan

As required by New York State law, beginning September 1, 2026, and annually thereafter, SWBOCES will publish an annual report on its website detailing enforcement of this policy within SWBOCES in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Refer also to:
SWBOCES Code of Conduct
Education Law Section 2803