



Monroe 2 –Orleans
Board of Cooperative Educational Services
Jo Anne Antonacci, District Superintendent

2021 Regional Summer School

Elementary School Program (Grades 3-6)

July 26 – August 12
(No school July 30, August 6)

PARENT HANDBOOK

LOCATIONS

Paul Road Elementary School (in Gates)
Megan Loveless, Summer School Principal
571 Paul Road
Rochester, NY 14624
Effective July 26-August 12
Office: 585-340-5565

Village Elementary School (in Hilton)
Kara Reidy-Vedder, Summer School Principal
100 School Lane
Hilton, NY 14468
Effective July 26-August 12
Office: 585-392-1013

FOR INFORMATION PRIOR TO JULY 26, CALL 352-2414

For students of the following component school districts

Churchville-Chili
Gates

Greece
Hilton

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*These are summary documents of the comprehensive Code of Conduct and DASA Policy 6462. To view these in their entirety, please access the BOCES 2 Website at <http://www.monroe2boces.org> and click on the “Community” tab.

3) BOCES 2 POLICIES TO BE REVIEWED BEFORE SCHOOL. The following policies are relative to Regional Summer School and can be reviewed at <http://www.monroe2boces.org/BoardPolicies.aspx>

Alcohol, Drugs and Other Substances (Students) – Policy 6220
Complaints and Grievances By Students – Policy 6461
Sexual Harassment (Students) – Policy 6440
Smoking/Tobacco Use – Policy 4550
Student Records: Access and Challenge – Policy 6320, 6470

SCHOOL CALENDAR/DATES

First Day of Instruction: Monday, July 26
Last Day of Instruction: Thursday, August 12

No school July 30, Aug 6

Student summer school schedules stating teacher and classroom number will be mailed by July 9.

SCHOOL HOURS

	Paul Road Elementary School	Village Elementary School
Teachers	8:45-11:45am	9:00-12:00pm
Student Class Time	9:00-11:30am	9:15-11:45am
Student Dismissal	11:30am	11:45am
Districts	Churchville-Chili Gates	Greece Hilton

In the event of an emergency closing, the announcement to cancel Regional Summer School will be broadcast on the official radio stations: **WRMM** (101.3 FM), **The ZONE** (94.1 FM), **WCMF** (96.5 FM), and **98PXY** (97.9 FM), **WBEE** (92.5 FM), **The BUZZ** (98.9 FM), **WDKX** (103.9 FM), and **WHAM** (1180 AM).

HEALTH AND SAFETY

Student and staff safety in summer school is the priority for Monroe 2-Orleans BOCES. Regional Summer School will be in-person only. All students and staff will be required to adhere to health and safety protocols including masking, physical distancing, hygiene and cleaning and disinfection practices as prescribed by the New York State Department of Health (DOH) and the Monroe County Department of Public Health. As the COVID-19 Pandemic continues to evolve it is likely that current guidance could change prior to July. All families and staff will receive specific information on BOCES health and safety protocols prior to the beginning of classes.

PROGRESS REPORTS

BOCES 2 summer school provides a final progress report to the student's home school.

Once summer school ends, questions regarding a student's progress report must be handled through the home school district.

STUDENT ATTENDANCE

Students are expected to attend all classes. If a student is absent or late, a written excuse is needed from the parent/guardian. Students absent more than **three** days will be dropped from summer school. However, the home school district reserves the right to make an exception to the minimum requirement below based on extenuating circumstances. Parents should call the home school directly to explain these circumstances.

Staff are not expected to give make-up quizzes or tests to students but may allow students to make up work. The summer school attendance policy is below.

REGIONAL SUMMER SCHOOL ELEMENTARY SCHOOL ATTENDANCE POLICY

All districts participating in the BOCES 2 Regional Summer School program agree that BOCES 2 requirements of attendance govern, not those of the home district. This means after a certain number of absences the student will be dropped from the Regional Summer School program. The following is the minimum attendance requirement for the Regional Summer School program, and a student will be considered in attendance if:

- (a) Physically present in the classroom or working under the direction of the classroom teacher;
- (b) Working pursuant to an approved independent student program; or
- (c) Receiving approved alternate instruction.

Students are expected to attend all classes. Students who **exceed three (3) absences** will be dropped from enrollment. An excused absence where the student successfully makes up work will still be recorded as an absence.

TRANSPORTATION (DROP OFF/PICK UP)

For students requiring transportation to summer school, parents will need to contact their school district's transportation office regarding the location and times for student pick-up and drop-off. If told that your school district is not providing transportation, the parent is then responsible for transportation to/from summer school. Students should arrive no earlier than **ten** minutes before school begins and be picked up no later than **ten** minutes after school ends.

Paul Road Elementary School: located at 571 Paul Road in Gates.

- Parents may drop-off students in the parking lot, located on the west side of the building
- Staff parking is located on the west side for the building
- Student drop-off or parking is not allowed in the bus loop on the north side of the building

Village Elementary School: located at 100 School Lane in Hilton.

- Parents may drop-off students in the student drop off loop in front of the building (do not park in this loop; if you need to park, please use the parking lot to the left of the loop)
- Staff parking is located in the lot to the left of the main entrance to the building
- Student drop-off or parking is not allowed in the bus loop

SCHOOL NURSE

A school nurse will be available for student emergencies or medical needs. If your student requires medication or has medical concerns that need to be addressed, please contact the Summer School main office.

STUDENT FORMS (Summary)

The following forms need to be completed and returned to the teacher on the first day of school:

Student Code of Conduct

Emergency Contact Information Form

Medical Treatment Release Form

Technology Acceptable Use Form

Parental Consent Publicity Media Use of Student

Image/Information and of Copyright Materials

These forms are attached to this packet.

PLAIN LANGUAGE SUMMARY OF THE DIGNITY FOR ALL STUDENTS ACT (DASA)

BOCES adopted and will review annually a policy on Dignity for All Students Act (DASA) or commonly referred to as the anti-bullying policy. The complete policy may be found on the BOCES website, policy #6462.

The policy explains that the Board is committed to providing an educational environment that promotes dignity, respect, and equality. The Board condemns and prohibits all forms of discrimination, harassment, hazing, bullying, and cyberbullying wherever they occur whether at a BOCES-owned or leased grounds or facilities, buses, BOCES-sponsored activities, programs, or work-based learning locations.

Bullying that occurs outside of BOCES that materially and substantially interferes with the operation of the school or program, or impinges on the rights of a student is prohibited and discipline could result.

The policy defines the terms discrimination, hazing, harassment, bullying, and cyberbullying in accordance with law. Discrimination is an act of denying benefits, rights, or equitable treatment because of a group or class in which that person belongs. Hazing is an induction or initiation process involving harassment or public humiliation and could involve discomfort or injury or ridicule. Harassment is the creation of a hostile environment by conduct, verbal threats, intimidation, or abuse that has the effect of unreasonably and substantially interfering with educational performance, mental, emotional or physical well-being, or cause a fear of safety. Bullying is a hostile activity that harms or induces fear through the threat of further aggression. Cyberbullying is harassment or discrimination, or hazing, or bullying through any form of electronic communication. The harassing/bullying behavior may be based on or perception of:

- Race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Disability
- Sex
- Sexual orientation
- Gender (including gender identity and expression)

Prevention

Bullying prevention programs will be integrated into classroom instruction through BOCES-wide training on warning signs of bullying and the responsibility to become actively involved in prevention of bullying before it starts.

Coordinators

A BOCES-wide Dignity Act Coordinator and a number of school-level Dignity Act Coordinators will be appointed to coordinate, implement, and review trends, investigate, track, and remedy allegations of bullying. The following people are designated as Dignity Act Coordinators:

<u>Name</u>	<u>Building</u>	<u>Phone</u>	<u>E-mail</u>
Tim Dobbertin	ESC	352-2415	tdobbert@monroe2boces.org
Erik Deisinger	Brockport HS	637-1913	edeising@monroe2boces.org
John Clifford	Greece Athena	966-2070	jcliffor@monroe2boces.org
Jessica Evershed	Greece Odyssey	966-5278	jevershe@monroe2boces.org
Megan Loveless	Paul Road Elem School	340-5565	mloveles@monroe2boces.org
Kara Reidy-Vedder	Village Elem School	392-1013	kvedder@monroe2boces.org

Intervention

Intervention is an important step in preventing escalation and resolving issues at the earliest stages. Successful intervention may involve remediation, which includes measures to correct the behavior and prevent another occurrence. Staff is expected to refer students or intervene where bullying is suspected.

Provisions for not feeling safe at school

Students who do not feel safe at school lose the capacity to learn. Staff, principals/building administrators, and parents should work together to define and implement needed accommodations to help ensure student safety. This effort will be collaborative and handled individually.

Training

Training to support prevention and intervention will be reflected in the Annual Professional Development Plan, new teacher orientation, and in the curriculum.

Reporting and Investigation

Students, staff, and parents should report bullying behavior they have observed or experienced. Complaints will be documented, treated and handled in accordance with the DASA regulations or BOCES Code of Conduct. Staff is expected to report an incident of bullying even if the student did not complain. The results of an investigation should be reported to the complainant and accused who can appeal based on the procedures outlined in the DASA regulation 6462.

Disciplinary Consequences/Remediation

Disciplinary action including involving law enforcement if criminal conduct is involved will be in accordance with the Code of Conduct. A clear message needs to be given that bullying actions are wrong and the behavior must discontinue. The consequences will be unique to the individual incident and vary depending on the severity of the behavior, child's age, and student's history of problem behaviors.

Non-Retaliation

All complainants and those who initiate, testify, assist, report, or participate in the investigation of a complaint in conformity with state law and BOCES policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Dissemination, monitoring, review, and reporting

This policy will be reviewed annually. The Board will review the VADIR report annually with attention to bullying and may consider further action based on the data. A complaint form will be posted on the BOCES website. This plain language summary will be sent to parents in the parent packet and will be included in the Code of Conduct and posted on the BOCES website.

BOCES ELEMENTARY SUMMER SCHOOL STUDENT CODE OF CONDUCT SUMMARY

ATTENDANCE

1. Students are expected to attend all **12** days of school, arrive on time, and be ready to learn.
2. Parent/guardian(s) should report any absences to the RSS Main Office as soon as possible.

STUDENT CONDUCT

Students are expected to act appropriately, be attentive, show respect for staff and fellow students, follow directions, and complete all assigned class work.

SCHOOL BUILDING

Students are **NOT** permitted to be in hallways or stairwells that are restricted or unsupervised.

PROHIBITED ITEMS

1. Radios, headphones, CD/MP3 players, iPods, hand-held games, pagers, cell phones, and any other electronic devices are not permitted during summer school.
2. Skateboards, roller blades, and Ripstiks are prohibited.

WATER BOTTLES

Students are welcome to bring bottled water each day. Please avoid glass containers.

FIREARMS OR WEAPONS OR WHAT APPEARS TO BE A FIREARM OR WEAPON OR DANGEROUS INSTRUMENT (either in or on school property)

1. Will result in an **immediate dismissal** from summer school.
2. If warranted, legal action will be pursued.

DRESS/GROOMING

1. Swimwear, hats, hoods, inappropriate sayings/photos on clothes (e.g., obscenities, lewd, disparaging, firearms, weapons, sexually explicit, promotes drugs and/or drug paraphernalia, alcohol, gang affiliation or nicotine), or clothing deemed disruptive or inappropriate is **NOT** permitted.
2. Unsafe footwear, such as flip flops, are not permitted on the playground.

BUS

1. Students are expected to act in accordance with this Code of Conduct.
2. Bus transportation is a privilege and may result in being suspended from the bus.

HOSTILE ENVIRONMENT

Students may not harass, threaten, bully, or create a hostile environment through verbal threats or physical contact or via cyber use (cyberbullying, sexting) or use of any social media.

CHILD PROTECTIVE SERVICES

BOCES officials as mandated reporters will report suspicion of an abused, maltreated, or neglected child. BOCES will follow procedure and assist Child Protective Services for interview(s) with a child and/or other means of inquiry about the child.

This is a summary of prohibited conduct and expectations outlined in the Code of Conduct. A complete list of prohibited conduct and expectations of staff, students, and parents can be found in the comprehensive Code of Conduct which is available for review in the Regional Summer School principal's office and online at <http://www.monroe2boces.org/CodeofConduct.aspx>

I have read all the information and policies for the Summer School Program. I understand these regulations and recognize that failure to comply will jeopardize my continuation in the summer program.

STUDENT NAME (please print): _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Please return this form on the first day of class for your student

EMERGENCY CONTACT INFORMATION FORM

2021 Regional Summer School Program

Student Legal Name:		Home School District:	
Also known as:		Date of Birth:	
Student Cell #		Student email	
Parent/Guardian 1:		Home #:	
Relationship:		Cell	
Address:		Email:	
City, State, Zip code:		Work #:	
Lives with Student:	Circle one: Yes No	Order to call	
Parent/Guardian 2:		Home#:	
Relationship:		Cell#:	
Address:		Email:	
City, State, Zip Code:		Work #:	
Lives with Student:	Circle one: Yes No	Order to call	
Student Primary Care Physician:		Phone	
Address:			
City, State, Zip Code:			

EMERGENCY CONTACTS: The emergency contacts will be contacted if a parent/guardian cannot be reached. By signing below, parent/guardian grants permission for these individuals to remove their student from school.

Date:	Parent/Guardian Signature:
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Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: Yes No	Phone #:
Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: Yes No	Phone #:
Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: Yes No	Phone #:

PLEASE PROVIDE GUARDIANSHIP/CUSTODY/RESTRAINING ORDER PAPERWORK

Please return this form on the first day of class for your student

MEDICAL TREATMENT RELEASE

2021 Regional Summer School Program

I hereby give my permission for my child _____
(student name)

to receive emergency and/or non-emergency medical treatment in the event that I cannot be contacted and to provide consent for such treatment. I also give my permission for an antidote to be administered to my child, after medical consultation, in the case of accidental swallowing of poisonous substance(s).

Child's Physician: _____ Telephone # _____

Address: _____

Hospital Preference
(if necessary): _____

Health Problems
(if any) (please specify): _____

Medications (name, time, dosage): _____

Allergies
(if any) (please specify): _____

Additional Comments: _____

Date: _____

Name of parent/guardian

Relationship (parent/guardian)

Signature of parent/guardian

Please return this form on the first day of class for your student

**PARENTAL CONSENT
PUBLICITY MEDIA USE OF
STUDENT IMAGE/INFO.
AND OF COPYRIGHT MATERIALS**

PARENTAL CONSENT FOR STUDENT INTERVIEWS, PHOTOGRAPHS, VIDEOTAPING, AND/OR POSTING ON THE INTERNET

During the year there are times when Monroe 2-Orleans BOCES takes photographs, videotapes, or interviews of students. The photographs, videos, or interviews could be used to publicize an activity or event or to honor student achievement. The student photograph and/or interview may be used internally at Monroe 2-Orleans BOCES or externally in print and/or electronic form and/or on the Internet.

Please know that the news media is legally entitled to take photographs during events of public interest such as at a board meeting, at an athletic event, or at an activity where students are present even if the parent has not granted permission.

Please select **ONLY ONE** of the following options related to media use of your student and sign below your selection:

YES	NO
I grant permission for Monroe 2-Orleans BOCES to take photographs, videos, and/or interviews of my child and USE the photographs, videos, and/or interviews internally or externally to promote and/or publicize the Monroe 2-Orleans BOCES' class, program, or activity, etc.	I do NOT grant permission for Monroe 2-Orleans BOCES to take photographs, videos, and/or interviews of my child and USE the photographs, videos, and/or interviews internally or externally to promote and/or publicize the Monroe 2-Orleans BOCES' class, program, or activity, etc.
_____ Parent Name (please print)	_____ Parent Name (please print)
_____ Parent Signature	_____ Parent Signature
_____ Date	_____ Date
_____ Student name (please print)	_____ Student name (please print)

PARENTAL CONSENT FOR BOCES USE OF STUDENT COPYRIGHT MATERIALS

Students who create works such as a project or a work of art during class own the copyright to that material. The Monroe 2-Orleans BOCES will use, display, duplicate, reproduce, or publish the work to promote the class, program, and/or student in print/audio/electronic formats as a royalty free non-exclusive, perpetual license to use such student-created work(s) without transferring copyright ownership to BOCES provided there is parental consent.

Please select **ONLY ONE** of the following statements and sign below your selection:

YES	NO
I grant permission for my child's work(s) to be used, displayed, duplicated, reproduced and/or published to promote Monroe 2-Orleans BOCES' class and/or program in any print/audio/electronic form.	I do NOT grant permission for my child's work(s) to be used, displayed, duplicated, reproduced and/or published to promote Monroe 2-Orleans BOCES' class and/or program in any print/audio/electronic form.
_____ Parent Name (please print)	_____ Parent Name (please print)
_____ Parent Signature	_____ Parent Signature
_____ Date	_____ Date
_____ Student name (please print)	_____ Student name (please print)

Please return this form on the first day of class for your student

Monroe 2-Orleans BOCES Student Technology/Internet Acceptable Use Rules

Student Technology/Internet Access Rules:

BOCES' mission is to provide quality educational services and support excellence and equity for all learners, which is in support of the New York State Learning Standards. We believe that the benefits for student access to the Internet and remote learning far outweigh any potential risk. However, everyone should be aware that students who have Internet access may potentially and inadvertently encounter unacceptable resources as some sites might contain information that is inappropriate, pornographic, defamatory, inaccurate, or potentially offensive to some users.

BOCES believes strongly in promoting the appropriate use of technology. All students understand by using the BOCES network at school or remotely, they abide by the following rules for use:

- 1) Limit the use of telecommunications in school to the educational objectives established by my teacher/service provider.
- 2) Will NOT engage in any of the following:
 - Retrieve or send unethical, illegal, immoral, inappropriate, unprofessional, harassing, bullying or unacceptable information of any kind
 - Use abusive, insulting, harassing, intimidating, attacking, or bullying language of any type, including but not limited to swearing and name-calling.
 - Divulge my own or anyone's home address, home phone number or other personal information with another for any purpose and will report any requests of this kind to my classroom teacher, librarian, principal or supervisor
 - Plagiarize information received in any form.
 - Use another person's account.
 - Share my password with anyone else.
 - Download materials without the consent of my teacher(s) or school personnel
 - Attempt to bypass security built into the system
 - Interfere with, vandalize, or disrupt network users, services, traffic, equipment, or software
 - Use Internet access for illegal purposes of any kind
 - Use Internet access to transmit threatening, obscene, vulgar, abusive, unlawful, pornographic, or harassing materials
 - Use school computers to chat online, maintain social websites (such as Instagram, Snapchat, Facebook, etc.) send unsupervised or unauthorized E-mail or text messages
 - Install any new software on any BOCES owned computers
 - Violate copyright or any licensing or software agreement
 - Violate any state or federal law in usage
 - Use any electronic device during a New York State assessment and understand if bringing an electronic device to an assessment, it will be collected by the test proctor or BOCES staff prior to the start of the assessment.
 - Use any external devices (ex. electronic devices), on any BOCES owned computers.
 - Tampering, misusing, abusing, vandalizing, damaging, disabling or otherwise interfering with the operation of computers, computer systems, security measures, software or related equipment through physical action or by electronic means.

