

Dear Parent/Legal Guardian:

Enclosed is a packet of information legally required to be sent to parents/legal guardians on an annual basis. Please sign and return the mandatory forms in Section #1 and review and return any optional forms in Section #2. Section #3 consists of relevant policies and information for your review.

This entire packet may be found on the Monroe 2-Orleans BOCES website at [www.monroe2boces.org/parentpacket](http://www.monroe2boces.org/parentpacket).

Thank you for your cooperation with these requirements.

## **Section 1) MANDATORY FORMS TO BE SIGNED AND RETURNED**

	<b>Page</b>
Student Contact Information Form	1-2
Medical Treatment Release	3
Over the Counter Medication Permission Form	4
Student Technology/Internet Acceptable Use Rules	5-6

## **Section 2) OPTIONAL FORMS TO BE SIGNED AND RETURNED**

	<b>Page</b>
Parental/Legal Guardian Consent Publicity Media Use of Student Image/Information and of Copyright Materials	7-8
Annual Pesticide Notification	9
Opt-Out of Alcohol Based Sanitizers	10
Use of Sunscreen	11
Opt-Out for Information for Military Recruiters	12
Teacher APPR Ratings Request	13
Parental/Legal Guardian Inquiry Form for Information on Teacher Qualifications	14

## **Section 3) POLICIES AND INFORMATION TO BE REVIEWED BEFORE SCHOOL**

\*The full Code of Conduct, DASA Policy 6462, Attendance Policy 6110, FERPA Policy 6320, Alcohol, Drugs, and Other Substances (Students) Policy 6220, Complaint and Grievance by Students Policy 6461, Sexual Harassment Policy 6440, Title IX and Sex Discrimination Policy 6463, and Smoking/Tobacco Use Policy 4550 may be found on the BOCES 2 Website, under the Community Tab at [www.monroe2boces.org/parentpacket](http://www.monroe2boces.org/parentpacket). These policies are available in hardcopy upon request to the executive principal/principal/program administrator.

	<b>Page</b>
Plain Language Summary of the Code of Conduct*	15-19
Plain Language Summary of the Comprehensive Student Attendance Policy and Regulation*	20-21
Student Illness Expectations	22
Plain Language Summary of Dignity Act For All Students (DASA)*	23-25
AHERA Notification	26
Notification of Rights Under FERPA (Elementary and Secondary Schools)*	27-29
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	30-31
Snow and Emergency Notification Procedure	32

**MONROE 2-ORLEANS BOCES**

**Parent/Legal Guardian Packet  
for All Students  
2024-2025**

# STUDENT CONTACT INFORMATION FORM

MANDATORY FORM TO BE SIGNED AND RETURNED  
2024-2025 SCHOOL YEAR

If any of this information changes during the school year, please contact your student's teacher/team immediately.

Student's Legal Name:		Home School District:	
Student is Also Known As:		Date of Birth:	
Student Cell #:		Student Email:	

Parent/Legal Guardian 1 (Primary Contact):		Home #:	
Relationship:		Cell #:	
Address:		Work #:	
City, State, Zip Code:		Email #:	
Lives with Student:	Check: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Parent/Legal Guardian 2:		Home #:	
Relationship:		Cell #:	
Address:		Work #:	
City, State, Zip Code:		Email:	
Lives with Student:	Check: <input type="checkbox"/> Yes <input type="checkbox"/> No		

**\*PLEASE PROVIDE GUARDIANSHIP/CUSTODY/RESTRAINING ORDER PAPERWORK AS APPLICABLE\***

Student Primary Care Physician:		Phone #:	
Address:			
City, State, Zip Code:			

**ALTERNATE CONTACTS:** The people listed below will be contacted if you, the parent/legal guardian, cannot be reached and there is a situation involving your student. By listing the names of these people, you, the parent/legal guardian, agree to BOCES sharing information about your student to the alternate contact related to any issue needing immediate attention, including releasing your student to the alternate contact.

Parent/Legal Guardian Signature:	Date:
----------------------------------	-------

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

**ALTERNATE CONTACTS (continued):**

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Revised: April 2024

**MEDICAL TREATMENT RELEASE**

**MANDATORY FORM TO BE SIGNED AND RETURNED**

I hereby give my permission for my student \_\_\_\_\_  
(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.

Name of Student'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/legal guardian

\_\_\_\_\_  
Relationship (parent/legal guardian)

\_\_\_\_\_  
Signature of parent/legal guardian

Revised: April 2024

**Over the Counter Medication Permission**  
MANDATORY FORM TO BE SIGNED AND RETURNED

New York State Education Law requires prior written approval from both a healthcare provider and the parent/legal guardian for over-the-counter medication ("OTC") to be administered in school. Therefore, if your student needs OTC medication, please complete this form and supply the OTC medication for your student.

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Allergies: \_\_\_\_\_

Medication	Indications for use and conditions under which medication should be administered. Please add indications if needed	Dosage and Route of Medication	Frequency and/or Time	Health Care Provider Consent (Please Initial)	Parent /Legal Guardian Consent (Please Initial)
Acetaminophen Elixir (160mg/5ml)	Headache, pain or fever >101° F	_____ mg po	Q 4-6 H PRN		
Acetaminophen (325mg Tablets)	Headache, pain or fever >101° F	_____ mg po	Q 4-6 H PRN		
Anti-itch lotion (Caladryl/Calamine)	itching	1 Topical application to site	Q 6 H PRN		
A&D Ointment, Desitin, Vaseline	Skin irritation	1 Topical application to site	Q 1 H PRN		
Bacitracin ointment		1 Topical application to site			
Cough drops	Coughing	1 cough drop	Q 2 H PRN		
Eucerin/other unscented hand /body lotion	Apply to dry, itchy skin	1 Topical application to site	Q 2-4 H PRN		
Ibuprofen (100mg/5ml)	Headache, Pain or Fever >101° F	_____ mg po	Q 6-8 H PRN		
Ibuprofen (200 mg Tablets)	Headache, Pain or Fever >101° F	_____ mg po	Q 6-8 H PRN		
Tums	Heartburn, indigestion	2-4 chewable tablets	Q 4 H PRN		

**To be completed by Health Care Provider:**

**I authorize the OTC medications initialed above to be administered to this student**

Name/Title of Licensed Prescriber: (please print)	License #:	Date:
Signature:		Initials:
Office Address:		Phone:
Diagnosis:		

**To be completed by Parent/Legal Guardian:**

Name: (please print)	Date:
Signature:	Initials:
Home Phone:	Cell Phone:

Adopted: 3/30/2017  
Revised: April 2024

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

*MANDATORY FORM TO BE SIGNED AND RETURNED*

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 or images 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, discriminatory, 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 of any prohibited electronic device during a New York State assessment and understand if bringing a prohibited electronic device to an assessment, it will be collected by the test proctor or BOCES staff prior to the start of the assessment. Students with disabilities may use certain devices if the device is specified in the student's IEP or 504 Plan.

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.
- Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- Employing the Internet or BOCES system for commercial purposes, product advertisement or political lobbying.
- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation, disability, age, genetic status, military status, or any other protected class.
- Trespassing in others' files, folders or works.
- Downloading music.
- Using school resources for non-school activities.
- Using the Internet for harassing, bullying or demeaning others (commonly known as "cyber-bullying").
- Unauthorized access including "hacking."

3) I will abide by the licensing agreements for any school subscriptions and online databases, which require a username and password.

4) I will properly cite any and all materials including materials used from the Internet.

BOCES reserves the right to access and view any material stored on BOCES equipment, or any material used in conjunction with the BOCES computer network.

BOCES reserves the right to monitor all Internet activity by students. Any violation of the foregoing guidelines or inappropriate use will be treated as a violation of the Student Discipline Code, and Code of Conduct, and shall be handled according to such discipline code. Any violation may also result in the loss of Internet privileges and any damages may result in financial liability. BOCES shall notify the appropriate legal authorities if there is suspicion of illegal activities. The system administrator, in cooperation with the Program Administrator, shall determine if student conduct constitutes a violation of the guidelines and their decision shall be final.

BOCES makes no warranties of any kind, whether express or implied, for the Internet service it is providing and BOCES shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a user's inappropriate use, or violation of this regulation, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its services.

I have reviewed the above guidelines, and I understand and agree to the guidelines for computer/electronic/Internet use.

---

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_



2110F (PAGE 1 OF 2)  
PARENT/LEGAL GUARDIAN CONSENT  
PUBLICITY MEDIA USE OF  
STUDENT IMAGE/INFO.  
AND OF COPYRIGHT MATERIALS

**PARENT/LEGAL GUARDIAN CONSENT FOR USE OF STUDENT INTERVIEWS, PHOTOGRAPHS, VIDEORECORDING**

During the year there are times when Monroe 2-Orleans BOCES photographs, videorecords, or interviews students. The photographs, videos, or interviews could be used to publicize an activity or event or to honor student achievement. The student photograph, video 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. Monroe 2 -Orleans BOCES will presume that you are granting permission for photographs, video recordings and/or interviews of your student to be utilized unless you send an email to this address NOT granting permission for such use: [sdawe@monroe2boces.org](mailto:sdawe@monroe2boces.org) or call Steve Dawe at 349-9066.

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/legal guardian has not granted permission for such use.**

**2110F (PAGE 2 OF 2)  
 PARENT/LEGAL GUARDIAN CONSENT  
 PUBLICITY MEDIA USE OF  
 STUDENT IMAGE/INFO.  
 AND OF COPYRIGHT MATERIALS**

**PARENT/LEGAL GUARDIAN 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, including but not limited to, 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 parent/legal guardian consent.

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

<b>YES</b>	<b>NO</b>
I grant permission for my student’s work(s) to be used, displayed, duplicated, reproduced and/or published to promote Monroe 2-Orleans BOCES class and/or program including but not limited to any print/audio/electronic form.	I do NOT grant permission for my student’s work(s) to be used, displayed, duplicated, reproduced and/or published to promote Monroe 2-Orleans BOCES class and/or program including but not limited to any print/audio/electronic form.
_____	_____
Parent/Legal Guardian Name (please print)	Parent/Legal Guardian Name (please print)
_____	_____
Parent/Legal Guardian Signature	Parent/Legal Guardian Signature
_____	_____
Date	Date
_____	_____
Student name (please print)	Student name (please print)

Revised: April 2024

## ANNUAL PESTICIDE NOTIFICATION

New York Education Law Section 409-K requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the year in school buildings, grounds, playing fields, turfs, playgrounds, athletic fields and/or administrative offices. The Monroe 2-Orleans BOCES is required to maintain a list of persons in parental relation, faculty and/or staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72-hours following an application;
- anti-microbial pesticides and products;
- non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gel and other non-volatile ready-to-use pastes, foams and gel formulations of insecticides in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated biopesticides;
- the application of EPA designated exempt materials under 40 CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets.
- use of horticultural soap and oils that do not contain synthetic pesticides or synergists.

To obtain further information about products applied including any warning labels pertinent to the protection of animals, humans, or the environment, contact the pesticide representative at Monroe 2-Orleans BOCES at the Office of Operations and Maintenance at 585-352-2428.

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

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your building or on the grounds, please complete the form below and return **the form to the Office of Operations and Maintenance, Monroe 2-Orleans BOCES, 3589 Big Ridge Road, Spencerport, New York 14559.**

---

Monroe 2-Orleans BOCES  
Request for Pesticide Application Notification

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(School Building Name)

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please feel free to contact the pesticide officer at the Office of Operations and Maintenance, Monroe 2-Orleans BOCES at (585) 352-2428 for further information on these requirements.

Revised: April 2024

**OPT OUT OF ALCOHOL BASED HAND SANITIZERS**

**PLEASE RETURN THIS FORM TO YOUR STUDENT’S CLASSROOM TEACHER  
AS APPLICABLE**

Dear Parent/Legal Guardian:

This is to inform you that the New York State Education Department (“NYSED”) has authorized the use of Alcohol Based Hand Sanitizers (“ABHS”) in school facilities without a physician’s order.

The United States Food and Drug Administration considers ABHSs over-the-counter drugs. The NYSED has made an exception to the requirements typically placed on the use of over-the-counter drugs in a school setting for ABHS use.

While hand washing for 30 seconds with warm soapy water is the recommended method to clean hands and minimize disease transmission, such is not always readily available. Per NYSED requirements this notice informs you of availability of Alcohol Based Hand Sanitizers in Monroe 2-Orleans BOCES facilities and classrooms, and of your right for additional information regarding the specific ABHS product used.

Additional points:

- Use of ABHS will be done under adult supervision according to recommended protocol
- A copy of the Safety Data Sheet will be available to and reviewed by staff prior to use
- Use of ABHS is not effective for eliminating peanut residue and, therefore, proper hand washing with soap and warm water is required in matters of concern for peanut allergies

You have the right to opt out of your student’s use of Alcohol Based Hand Sanitizers while at BOCES facilities and/or events and have the opportunity instead to use soap and water as available. To opt out of ABHS use, please sign the opt out below and return this form by September 20, 2024 otherwise it will be assumed that permission has been granted for such use.

-----

I do not give my student \_\_\_\_\_ permission to use Alcohol  
(Student’s name)  
Based Hand Sanitizers while at BOCES and/or BOCES events.

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature/Date

Revised: April 2024

## USE OF SUNSCREEN

### PLEASE RETURN THIS FORM TO YOUR STUDENT'S CLASSROOM TEACHER AS APPLICABLE

Dear Parent/Legal Guardian

This is to inform you that the New York State Education Department (NYSED) has authorized the use of sunscreen in school facilities without a physician's order.

The NYSED, recognizing the importance of sunscreen for the purpose of protecting students from the harmful rays of the sun, allows the BOCES to use sunscreen on students provided parents/legal guardians provide permission.

You have the right to choose one of three options to protect your student from sun exposure:

- Parent/legal guardian will apply sunscreen before the student leaves for school, give your student a hat with a visor, and use light weight clothing on especially hot days.
- Parent/legal guardian provides the school with an FDA approved sunscreen product that is labeled as "Sun Protection Factor 15," or "SPF 15" (or greater) and "Broad Spectrum" and, via this returned notice and checked box as well as a signature below, gives permission for staff to apply sunscreen as needed for sun protection to their student on exposed skin only.
- Via this returned notice and checked box as well as a signature below, parent/legal guardian gives permission for staff to use BOCES supplied sunscreen containing zinc oxide and/or titanium dioxide as the active ingredients, SPF 30 or greater, and fragrance free. This sunscreen will be applied as needed for sun protection to exposed skin only. For additional information regarding the specific product use, contact Barbara Swanson, NP at 617-2749.

I UNDERSTAND THAT BOCES USE, APPLICATION AND RE-APPLICATION OF SUNSCREEN AS DEEMED NECESSARY CANNOT GUARANTEE THAT SUNBURN WILL NOT OCCUR, EVEN WITH THE APPLICATION OF SUNSCREEN. BOCES IS NOT LIABLE TO THE PARENT/LEGAL GUARDIAN AND/OR STUDENT FOR ANY DAMAGES WHATSOEVER MONETARY OR OTHERWISE FOR SKIN DAMAGE, SUNBURN OR ALL AND ANY OTHER MEDICAL ALIMENT AND/OR CONDITION AS A RESULT OF THE USE OF OR OMISSION OF THE SUNSCREEN ADMINISTERED OR SUPPLIED BY BOCES STAFF.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Revised: April 2024

## Notice for Directory Information for Military Recruiters

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Monroe 2- Orleans BOCES, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, two federal laws require local educational agencies (LEAs), including BOCES 2, receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three pieces of information regarding your student (known as directory information) - name, address and telephone listings - unless parents/legal guardians have advised a BOCES 2 Executive Principal/Principal/Program Supervisor that they do not want their student's information disclosed without their prior written consent.

If you do not want BOCES 2 to disclose directory information from your student's education records without your prior written consent, to the military recruiters you **must notify** a BOCES 2 Executive Principal/Principal/Program Supervisor in writing by September 20, 2024 and return this form to the classroom teacher, if applicable, or Executive Principal/Principal/Program Supervisor.

### OPT-OUT FOR MILITARY RECRUITERS

I/WE do not wish to have Monroe 2-Orleans BOCES provide or release directory information about my/our student(s) to military recruiters without first obtaining my/our prior written approval during the 2024-2025 school year.

---

Student Name

---

Parent/Legal Guardian Name

Date

---

Parent(s)/Legal Guardian(s) signature

Date

Please return this signed form to your student's classroom teacher or Executive Principal/Principal/Program Supervisor as applicable.

Revised: April 2024

**Parent or Legal Guardian Request for  
Overall Rating  
Annual Professional Performance Review (APPR) Information**

New York State law allows parents and legal guardians of a student to request the overall rating and/or the transition rating of the APPR along with an explanation for teachers and/or principals to which the student is assigned for the current school year. Requests for this information have to be made in writing using the appropriate teacher or principal request form found on the BOCES website at [www.monroe2boces.org](http://www.monroe2boces.org) by clicking on the “Community” link, then the APPR form tab.

Completed forms should be mailed to:

Monroe 2-Orleans BOCES  
Attn: Human Resources Department  
3599 Big Ridge Road  
Spencerport, NY 14559

This information may only be released to the student’s parents or legal guardians and the BOCES will take reasonable steps to verify that any request received has been submitted by a parent or legal guardian. Additionally, the information is intended only for the use of the requesting parent or legal guardian, is private and cannot be shared with anyone else or posted on social media.

Revised: April 2024

## Parent/Legal Guardian Inquiry Form for Information on Teacher Qualifications

The Every Student Succeeds Act (ESSA) requires school districts and BOCES that receive Title I funds to notify all parents/legal guardians of their right to request information about their student's teacher's professional qualifications. If you are requesting information regarding your student's teacher who teaches a core academic subject (other than vocational teachers unless they teach a core academic subject) please complete the form below:

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Student \_\_\_\_\_

Class or Grade Level \_\_\_\_\_

Name of Building \_\_\_\_\_

Name of Classroom Teacher \_\_\_\_\_

In accordance with the Every Student Succeeds Act, we request the following information:  
(Check Appropriate Box)

Confirmation the classroom teacher has met the New York State qualifications or certifications for grade level(s) and/or subject area(s) the teacher instructs in.

Confirmation that the classroom teacher is teaching where New York State qualifications or certifications have been waived or is teaching on an emergency basis.

Confirmation that the teacher is teaching in the field of the certification of the teacher.

**Submit the request to the Monroe 2-Orleans BOCES, Attention: Department of Human Resources, 3599 Big Ridge Road, Spencerport, New York 14559**

Revised: April 2024



## PLAIN LANGUAGE SUMMARY OF THE CODE OF CONDUCT

---

BOCES adopted and reviews annually a Code of Conduct to clearly define expectations for acceptable conduct and state potential consequences applicable to students, staff, parents/legal guardian and visitors while on school grounds or participating remotely or while attending school related functions wherever located including work-based learning sites. The law requires a plain language summary of the Code which is provided in general terms as follows. Please refer to the full Code of Conduct for a detailed explanation of the expectations.

The Code outlines student rights and responsibilities. Students have the right to participate in activities on an equal basis, present their version of facts and have access to school rules. Students are responsible to abide by all rules and policies, attend school, work to the best of their ability, respect staff, seek problem solving solutions and conduct themselves as a representative of the BOCES.

Parents/legal guardians, staff and the BOCES are also essential partners in the BOCES Board's goal to deliver quality services in a safe, supportive, and orderly environment. As essential partners, the Code defines the expectations for parents/legal guardians, staff and the BOCES. The expectations for parents/legal guardians include recognizing education as a joint effort, sending the student to school ready to learn, build good relationships, and help students demonstrate a supportive attitude and understand and follow school rules. The expectations for staff include maintaining respect, active communication, and a climate of dignity regardless of race, color, creed, national origin, religion, religious practice, disability, sexual orientation, gender identity, gender expression, or sex; address issues of harassment, discrimination or bullying; enforcing rules, work collegially with one another, and promote a supportive and positive learning environment.

### Dress Code

1. Students and parents/legal guardians are responsible for acceptable student dress and grooming, including footwear. Student dress and appearance shall be safe, non-disruptive, shall not be obscene, vulgar, lewd, libelous, discriminatory, or disparage another, shall not promote, endorse, or display alcohol, tobacco, nicotine, illegal drugs, or drug paraphernalia, firearms, weapons, pornographic or sexually explicit materials, violent acts or gang affiliation, and shall not be revealing (i.e., net tops, plunging necklines, see-through garments, and pants below waistline revealing other or undergarments is prohibited). Face coverings are appropriate, if they do not create a substantial disruption, are not a safety issue, do not interfere with the program/class and are not obscene, vulgar, lewd, libelous, discriminatory, or disparage another, shall not promote, endorse, or display alcohol, tobacco, nicotine, illegal drugs, or drug paraphernalia, firearms, weapons, pornographic or sexually explicit materials, violent acts or gang affiliation and the student can still be identified.

## Prohibited Student Conduct

Students are prohibited from engaging in disorderly, insubordinate, disruptive and/or violent conduct, and/or conduct endangering the health, safety, morals or welfare to others. Students who engage in such conduct may be subject to disciplinary actions but the goal is for students to grow in self-discipline. Examples of such behavior are included below:

Violating any Code of Conduct provision; electronic device misuse; engage in off campus misconduct that interferes with or substantially disrupts the education of another; disrupting the school environment (running, noise); the use of roller blades, ripstiks, or skateboards; using language or gestures that are vulgar or abusive, failure to comply with directives; refusing to be searched; displaying, possessing, or threaten to use a firearm or a weapon or what appears to be a firearm or weapon; possession of live ammunition; removing instruments from the classroom such as a clay cutter or an X-acto knife from art class, or a drill or hammer, etc., to be used as a weapon or misusing an instrument while in the classroom; using a handheld laser pointer; hitting, kicking, punching and/or scratching staff or other students; harassing, hazing, or bullying; verbally interrupting class or program; refusing to leave a classroom or BOCES grounds or BOCES function when directed; failing to comply with the reasonable directives of a staff member; treating another in a negative manner or creating a hostile environment by conduct with or without physical contact and/or by verbal threats; intimidation or abuse of a severe nature that affects or unreasonably interferes with a student's education benefits, or mental, or physical safety based on the person's race, creed, national origin, religion, religious practice, sexual orientation, gender, gender identity, gender expression, sex, or ethnic group, through text messaging, or cyberspace; stealing; upskirting or using social media in a defaming or disruptive or disrespectful manner; interrupting class/program; using electronic device(s) for purposes other than instruction; lying; intimidating others; possess, consume, distribute, sell, use, share, manufacture, exchange, under the influence or appear under the influence of illegal substances including drug paraphernalia (lighters, matches, drops for e-cigarettes and vaporizers) dab and dab pens, residue in any form that tests positive for THC, THC edibles, bowls, scales, dime bags, alcohol or powder alcohol, tobacco, nicotine or tobacco-like products, e- cigarettes/vaporizer or over-the-counter prescription medications or other products that mimic the effects of illegal substances, vitamins, herbs, or supplements. Students are also prohibited from engaging in these activities while on school transportation. Students are also prohibited from engaging in academic misconduct, including plagiarism, cheating, copying, altering records or assisting others in the above action.

“Possession” includes on the person or in the belongings of the person, whether the person owns the items or belongings or not, or at a BOCES location, on BOCES property or at a BOCES function where a drug, illegal substance, marijuana, drug paraphernalia, or alcohol is present. A student who is present with another student who is in possession of a prohibited item is considered to be in possession of that item.

A complete list of prohibited conduct can be found in full and detailed in the Code of Conduct.

### Reports for Code Violations

Students are expected to report an observed violation of a breach of conduct promptly. Staff is expected to report an observed violation of a breach of conduct immediately. Administrators will impose consequences in a prompt and fair manner. For violations of the DASA Policy 6462, those procedures for investigating will be followed. Alleged contraband will be confiscated, and the police or other law enforcement agencies may be contacted, as appropriate.

### Disciplinary Penalties

The goal of discipline is to emphasize to the students the ability to grow in self-discipline. The type of discipline imposed depends on a number of factors including, but not limited to, the student's age, nature of the offense, prior discipline and/or other extenuating circumstances. Generally, discipline will be progressive, the least penalty will be a verbal warning and the most severe penalty will be dismissal from the program. Teachers may utilize techniques such as time-out or sending the student to the administrator or the office for a brief time. An out-of-school suspension of five school days or less or suspension from school activities or privileges warrants an informal conference with the parent(s)/legal guardian(s), upon their request, and the BOCES. In circumstances of a recommended suspension over five school days, a formal due process hearing is required and is conducted by the home school district or by the District Superintendent. A student in possession of a firearm will be suspended for one year per Federal Law unless certain circumstances exist to warrant less than a year suspension arranged through the home school district. Students of compulsory school age will receive alternate instruction during out-of-school suspensions. A student who is suspended in school or removed from the classroom will receive continued educational programming.

A teacher may remove a disruptive student from their class. A disruptive student is one who is substantially disruptive or substantially interferes with the teacher's authority over the classroom. The teacher must provide the student with an explanation to allow the student to respond before removal unless the student poses an ongoing threat of disruption or a danger. In that case, the teacher has to provide an explanation to the student within twenty-four hours of removal. Within certain other time limits, an informal meeting may be held by the executive principal/program supervisors, student and teacher involved. The Administrator can overturn the removal. The teacher will check with the administrators to ensure no Federal law is violated in the removal.

### PINS and Referrals

A PINS Petition (person in need of supervision) will be filed on a student under 18 years of age who is habitually truant, engages in ungovernable conduct or knowingly and unlawfully possess marijuana. A student will be referred to the District Attorney or law enforcement for delinquency status when a student, under the age of 16, brings a firearm or weapon to school.

### Disciplining Students With Disabilities

BOCES is committed to ensuring procedures are followed for suspending, removing, or disciplining

students with disabilities. BOCES will defer to the home school district's Manifestation Team and/or CSE on issues related to discipline, manifestation, and removal of students with disabilities. BOCES understands a 10-day removal may be considered a change in placement. However, a 45-school day interim alternate educational setting ("IAES") may be appropriate where the student possesses a weapon, controlled substance(s) or illegal drug(s) or inflicts serious bodily injury upon another. The Code of Conduct outlines in detail the safeguards and procedures in these issues.

### Corporal Punishment

An act of physical force for the purpose of punishing a student is prohibited. Physical restraint may be used in very limited and narrow circumstances as outlined in BOCES policy and regulation.

### Interrogations and Searches

A BOCES staff may question a student at any time without parent/legal guardian permission. A criminal Miranda-type warning is not applicable when questioning students. Search of lockers, desks, rooms, cabinets, computers, equipment, supplies, school storage locations and the like may be subject to a search at any time by the school officials because there is no expectation of privacy in these items because they are school items. A BOCES official may ask the student to consent to a search first, however, the BOCES official has the right to search personal belongings where reasonable suspicion exists, even over a student's objection. A student's refusal to be searched is prohibited as insubordination. BOCES staff will carefully evaluate the need for a strip search using a number of factors and will attempt to notify parents/legal guardians before a strip search is conducted. If a strip search is conducted, two BOCES officials will be present and one of the BOCES official's should be of the same gender as the student's preference, biological gender, or the gender the student identifies as.

Having a student pull pant leg up to their knees, turning over a waistband, or lifting a shirt forward is not a strip search. The official will document certain information about any search. The administrator will photograph the item. An illegal item will not be returned to the parent/legal guardian and may be turned over to the local police for disposal except that a vape or e-cigarette may be picked up by a parent/legal guardian. Search of a student and/or their belongings or belongings on the student or in their possession is based on reasonable suspicion but before a search, the official will attempt to get the student to admit to the offense. Reasonable suspicion means the search is justified at its inception and minimally intrusive. If possible, such search will be in the presence of two adults. If possible one of the BOCES adult's gender should be the same gender as the student's preference, biological gender, or the gender the student identifies as.

Police or other law enforcement may question or search a student, if summoned by the school, have a search or arrest warrant, or have probable cause to believe a crime was committed on BOCES property or at a BOCES function. The principal/program supervisor or designee will be present during the search and/or interrogation and the parent(s)/legal guardian(s) will be given an opportunity to be present, but the police can still question the student if the parent/legal guardian cannot be present or be reached. During this questioning, students have Miranda rights.

## Child Protective Services

Consistent with the BOCES commitment to keep students safe from harm and the obligation of mandated reporters to report to Child Protective Services (CPS) when they have reasonable cause to suspect that a student has been abused or maltreated, the BOCES will cooperate with and assist CPS workers and their multi-disciplinary team in accordance with Social Services Law but have discretion to refuse a meeting with (CPS) workers who wish to conduct interviews of students on BOCES property relating to allegations of suspected child abuse, and/or maltreated, or custody investigations. No student will be required to remove clothing in the presence of BOCES staff or CPS worker of the opposite sex. The BOCES staff or CPS worker's gender should be the same gender as the student's preference, biological gender, or the gender the student identifies as.

A CPS worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger or abuse if the student were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger or abuse, the worker may remove the student without a court order and without the parent's/legal guardian's consent.

## Visitors

BOCES is committed to an orderly, respectful, safe, and supportive environment. Visitors to the BOCES property will be required to complete the visitor registration process upon their arrival. Visitors must follow all BOCES rules and regulations and the Code while on BOCES property or at a BOCES function to maintain a public order and not be disruptive but not to limit free speech or assembly. Uninvited visitors or a visitor who is disruptive or violating these rules will be asked to leave.

## Prohibited Conduct

All persons, while on BOCES property or attending a BOCES function, shall dress appropriately, free from obscene, lewd, libelous, illegal and discriminatory dress and conduct themselves in a respectful, orderly manner. No person shall engage in disruptive conduct, including but not limited to: cause injury to others, threaten, intimidate, harass, bully, incite or discriminate against others; damage property; consume, sell, possess, use, share, distribute or attempt to distribute alcohol, powdered alcohol, or illegal or over-the-counter or look-a-like substances, nicotine, tobacco products or e-cigarettes, vaporizers, designer drugs, illicit substances, over-the-counter drugs, prescription medication, steroids, vitamins, herbs, supplements, or THC; violate traffic laws; possess a firearm or weapon or what appears to be either, even if a legally possessed firearm; loiter and/or gamble. The building principal or program supervisor will enforce the Code and any person who engages in the prohibited conduct will be subject to a penalty ranging from suspension to a permanent ban to ejection of the visitor to discipline of a staff member.

## Dissemination, Review, and Training

The full Code of Conduct will be provided to all students and made available to all parents/legal guardians at any time and at the beginning of the school year. The Code of Conduct is also accessible on the BOCES 2 website. This summary will also be mailed to parents/legal guardians of students enrolled in instructional programs and a copy provided to all staff. The Code of Conduct will be available to the community.

The Board will review the Code annually. Any amendments to the Code will be adopted after a public hearing.

Revised: April 2024

## **PLAIN LANGUAGE SUMMARY OF COMPREHENSIVE STUDENT ATTENDANCE POLICY AND REGULATION**

---

Monroe 2-Orleans BOCES adopted a comprehensive Student Attendance Policy and Regulation in compliance with the Commissioner's Regulations. The following is a plain language summary of that Policy and accompanying Regulation and, as required by law, is distributed to parents/legal guardians.

### **POLICY AND REGULATION NUMBER 6110**

#### Purpose

The purpose of the policy is to promote school attendance, leading to academic success, college and career readiness, and school completion, by utilizing incentives and interventions to identify and improve poor student attendance.

For grades 9-12, where students pass to different classes throughout the day, the student's attendance will be taken each period. In grades K-8, where students do not pass to different classes throughout the day (except for supervised lunch, art, music, etc.), attendance will be taken at the beginning of the day. The purpose is for BOCES to maintain the whereabouts of the student for health and safety reasons. For purposes of APPR and Teacher Student Data Linkage (TSDL) classroom attendance for all students in grades K-12 will be recorded on a subject-by-subject basis for Teacher of Record determinations.

Parents/legal guardians and students will be notified of attendance issues by BOCES staff and personnel. Community referrals will be implemented, the Policy will be reviewed, a telephone call will be made, or a letter will be sent to parents/legal guardians at periodic intervals to explain the relationship between absences and a passing grade. Parents/legal guardians will receive a copy of the Policy and Regulation at the beginning of the school year and will receive periodic reminders.

#### Objectives

The objective is to create a positive, nurturing school environment, maintain accurate attendance records, track attendance problems, and account for the whereabouts of students during the day.

#### Definition of Absence and Course Credit

1. Monroe 2-Orleans BOCES requires a student to attend all classes and be prepared for class on a daily basis.
2. All student absences, early departure(s), or tardiness, whether excused or unexcused, must be accompanied by a verified, written note, signed by the parent/legal guardian, indicating the date, time and reason for the absence. For a student enrolled in a CTE program, the student absence can be documented either by a signed written note from the parent/legal guardian, or an email from the parent/legal guardian to CTE attendance at [cteattendance@monroe2boces.org](mailto:cteattendance@monroe2boces.org) indicating the date, time, and reason for the student's absence.

3. The full definition of excused and unexcused absences appears in the Policy and Regulation. The general difference between an excused and unexcused absence is that a student may perform make-up work for an excused absence even though the absence may be counted in determining the student's grade.

#### Intervention

A building principal or program supervisor will have an attendance committee who will intervene where there are patterns of unexcused absences, tardiness or early departures by identifying the element of the pattern and discussing and recommending appropriate strategies to facilitate the student's attendance.

#### Discipline

A student with unexcused or excessive absences, tardiness or early departures could result in discipline.

#### Notice

Parent(s)/legal guardian(s) of a student with an unexcused absence, tardiness or early departure will be notified by BOCES who will explain the Policy and the relationship between awarding a grade, course credit and attendance. If necessary, a conference between staff and parent(s)/legal guardian(s) will be held.

#### Appeal

A parent/legal guardian may request a building level review of the student's attendance record.

#### Incentives

BOCES Program Supervisor or Building Committee will create attendance incentives to recognize and encourage attendance.

#### Review of Policy and Records

Yearly, the building and program principal or supervisor or designee will review attendance records and take appropriate action to address unexcused absences, excessive excused absences, tardiness and early departures. The Board will annually review attendance records and revise the Policy as necessary to improve student attendance.

#### Maintain Records

Each student's record of attendance will be maintained in a "register of attendance" by the designated registrar of attendance by a written or electronic method to record the student's absence(s), tardiness and/or early departure.

Revised: April 2024

## STUDENT ILLNESS EXPECTATIONS

Dear Parent(s)/Legal Guardian(s):

Now is a good time to review our expectations and procedures regarding students who are sick at school.

If your student is sick, it is important to keep the student home from school. A student who is sick will not be able to perform well in school and is likely to spread the illness to other students and staff. Please make arrangements (if needed) for childcare ahead of time in the event your student needs to stay home.

Monroe 2-Orleans BOCES expects you will not send your student to school if the student is ill and has any of the following symptoms:

1. Fever or temperature of 100.4 or above in the past 24 hours;
2. Vomiting in the past 24 hours;
3. Diarrhea in the past 24 hours;
4. Severe sore throat;
5. Strep throat (must have been taking an antibiotic for at least 24 hours before returning to school);
6. Cold with a very runny nose or frequent cough (especially if it has kept the student awake at night);
7. "Pink eye" which must be treated with antibiotic eye drops for 24 hours before returning to school;
8. In addition to those listed above, ANY symptom of influenza or COVID-19 (fever, chills, shortness of breath, sore throat, loss of taste and/or smell, headache, cough, nasal congestion, nausea, vomiting, diarrhea, fatigue, muscle or body aches).

If your student comes to school or becomes ill while at school and the school nurse determines that they are too sick to remain in school or is contagious to other students, you will be called to pick up your student. The BOCES will not transport a sick student to their home. It is essential that your student's teacher has a telephone number in order to contact you in the event of an illness or emergency. An alternate contact telephone number is needed in the event that you cannot be reached. Please be sure to fill out the student contact information form(s) on page 1 of this packet. **If either of these numbers change during the school year, please update the student contact information form(s) immediately.**

These expectations are meant to serve as a guide in order to meet the needs of all the students in our program. If you have questions or concerns, please do not hesitate to contact your student's classroom teacher.

Revised: April 2024



## 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>
Thomas Schulte	BOCES-Wide/ESC	352-2415	<a href="mailto:tschulte@monroe2boces.org">tschulte@monroe2boces.org</a>
Lawanda Brown	Westview	617-2439	<a href="mailto:llbrown@monroe2boces.org">llbrown@monroe2boces.org</a>
Heather Malone	Exceptional Children Learning Center	617-2320	<a href="mailto:hmalone@monroe2boces.org">hmalone@monroe2boces.org</a>
David Liesegang	Rochester Tech Park	617-2539	<a href="mailto:dliesega@monroe2boces.org">dliesega@monroe2boces.org</a>
Rebecca Spence	Terry Taylor Elementary	349-5637	<a href="mailto:rspence@monroe2boces.org">rspence@monroe2boces.org</a>
David Liesegang	Special Education Transition Programs at Slayton Plaza, Roberts Wesleyan, Golisano Children's Hospital (SEARCH) and Paul Road	617-2539	<a href="mailto:dliesega@monroe2boces.org">dliesega@monroe2boces.org</a>
Robert Nells	Ridgecrest Academy	617-2948	<a href="mailto:rnells@monroe2boces.org">rnells@monroe2boces.org</a>
David Thering	WEMOCO	352-2717	<a href="mailto:dthering@monroe2boces.org">dthering@monroe2boces.org</a>
TBD	Westside Academy	617-2551	

## 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 are 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/legal guardians 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 Learning Plan, new teacher orientation, and in the curriculum.

## Reporting and Investigation

Students, staff, and parents/legal guardians should report bullying behavior they have observed or experienced. Complaints will be documented, treated and handled in accordance with the DASA regulations

or Code of Conduct. Staff are 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, the developmental age of the student, the student's history of problem behaviors, and consistent with Code of Conduct.

#### 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 SSEC report annually with attention to bullying and may consider further action based on the data. A complaint form can be found on the BOCES website. This plain language summary will be sent to parents/legal guardians in the parent packet and will be included in the Code of Conduct and posted on the BOCES website.

Revised: April 2024



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

Tel: (585) 352-2410  
Fax: (585) 352-2442

TO: Students, Staff, and Component School District Superintendents  
FROM: Jo Anne L. Antonacci, District Superintendent  
DATE: June 2024  
SUBJECT: AHERA Notification

AHERA is a federal law enacted in 1987 which requires all school districts to re-inspect facilities for asbestos-containing building materials.

Our facilities have been inspected and response actions are planned to ensure a continued safe environment for our students and employees. Activities include training of maintenance staff to prevent disturbance of asbestos and periodic re-inspection and surveillance activities by trained personnel.

Details of such activities are described in the BOCES AHERA Management Plan, which is maintained within the Operations and Maintenance Department of BOCES 2, Room C-317, at the Career and Technical Education building.

Should you have any additional questions or concerns with regard to this matter, please feel free to contact me.

AHERA Notification  
Revised: June 2024

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents (defined under federal regulations as the natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of students under 18 years of age, emancipated students, dependent students, and students 18 years of age or older or attending a post-secondary institution ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review or receive a copy under certain circumstances of the student's education records within 45 days after BOCES receives a request for access. Parents or eligible students should submit to the appropriate BOCES official a written request that identifies the record(s) they wish to inspect. The BOCES official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or a violation of the student's privacy rights. Parents or eligible students may ask the BOCES to amend a record that they believe is inaccurate, misleading or a violation of the student's privacy rights. They should write the appropriate BOCES official; clearly identify the part of the record they want amended, and specify why the information is inaccurate, misleading or an invasion of privacy. If BOCES decides not to amend the record as requested by the parent or eligible student, BOCES will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are a number of exceptions. One exception, which permits disclosure without consent, is disclosure to BOCES officials and home school district officials with legitimate educational interests. A BOCES official and/or home school district official is a person employed by the BOCES or home school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the BOCES or home school district board; a person, contractor, company, or volunteer with whom the BOCES or home school district has contracted to perform a special task (such as the vendor of a remote meeting/platform, an attorney, auditor, medical consultant, therapist, or records retention service); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A BOCES official or home school district official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. A second exception is upon request, the BOCES discloses, that is transfers, education records including disciplinary records without consent, to officials of another public or private school district or post-secondary school in which the student seeks or intends to enroll, is instructed to enroll or is already enrolled in. Parent and eligible students have a right to inspect and review a record if disclosure is for purposes of transfer or enrollment.

Other exceptions are as follows:

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the New York State Education Department.

Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal

requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

To organizations conducting studies for, or on behalf of, the school, in order to:

- a. Develop, validate, or administer predictive tests;
- b. Administer student aid programs; or
- c. Improve instruction.

To accrediting organizations to carry out their accrediting functions.

To parents of an eligible student if the student is a dependent for IRS tax purposes.

To comply with a judicial order or lawfully issued subpoena provided notice is provided in advance of compliance except that an order or subpoena issued in a proceeding of child abuse and neglect, or dependency and the parent is a party to the proceedings no advance notice is required.

To a caseworker for the NYS department or County welfare agency who is legally responsible for the care and protection of the student and has access to the student's case plan provided the records and or personally identifiable information will not be disclosed by the agency except to an individual or entity engaged in addressing the student's education needs and authorized by the agency to receive such disclosure in accordance with New York State Law.

New York State requires student teachers to videotape themselves providing instruction in a classroom to meet their instruction component for their teaching certification. The video is and must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant personnel. This is an exception to parental consent for release of education records under FERPA per New York State Law.

To appropriate officials in connection with a health or safety emergency.

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)).

BOCES has designated limited directory information only to be released to federal, state, or local law enforcement for any reason where they seek a student's address, telephone listing, email address and/or photograph.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by BOCES to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

BOCES 2 Policy & Regulation 6470 and 6320 fully details the procedures and rights of parents and can be found under the community tab at [www.monroe2boces.org/parentpacket](http://www.monroe2boces.org/parentpacket).

Revised: April 2024

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents/legal guardians certain rights regarding BOCES 2 conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

a) Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent/legal guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, doctors, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/legal guardians; or
8. Income, other than as required by law to determine program eligibility. b)

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

c) Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/legal guardians to a student who is 18 years old, or an emancipated minor defined under State law.

BOCES developed policies, in consultation with parents/legal guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. BOCES will directly notify parents/legal guardians of these policies at least annually at the start of each school year and after any substantive changes. BOCES will also directly notify, such as through U.S. Mail or email, parents/legal guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/legal guardian to opt their student out of participation of the specific activity or survey. BOCES will make this notification to parents/legal guardians at the beginning of the school



year if the BOCES has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/legal guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents/legal guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.
- Parents/legal guardians may find additional resources on student PPRA privacy at <https://studentprivacy.ed.gov/file-a-complaint> or by mailing the form to the following address:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

Parents/legal guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

## SNOW AND EMERGENCY NOTIFICATION PROCEDURE

Dear Parent/Legal Guardian,

In the event of an emergency, such as an unanticipated school closing, school delay, early dismissal or other emergencies, Monroe 2-Orleans BOCES may notify you by phone through a pre-recorded message.

Snow and weather-related school closings will still be reported on local radio stations such as FM94.1 WZNE; 96 WCMF; 101.3 WRMM; 98 WPXY; 103.9 WDKX; 1180 WHAM; and local television channels such as Channels 8, 9, 10, and 13.

Therefore, please be sure that your contact information is up to date by filling out and returning the enclosed student contact information form found on page 1 of this packet.

If your student's home school district (district of residence) is closed for any reason, do not send your student to the BOCES program as BOCES closes when home districts close, be it for an emergency or snow related.

When your student's home school district closes during the day due to emergency, the home school district will transport your student home. Please be sure of the following:

1. Arrangements are made so your student can always get into the house;
2. Parent/Legal Guardian must have an alternate plan on file with the school for supervision of their student in the event of an emergency closure with student contact/student pick-up information (i.e., a close neighbor or relative as indicated on the student contact information form).

Thank you for your cooperation.

Revised: April 2024