Monroe 2-Orleans BOCES
Parent/Legal Guardian Packet
For All Students
2026-2027

Dear Parent/Legal Guardian:

Welcome to the Monroe 2-Orleans BOCES! We are glad you are a part of one of our many programs! As you prepare to send your student to their program, enclosed are some legally required forms that need to be completed and returned the first week of school. There are also some optional forms which can be completed and returned to school if you so choose. Enclosed is a self-addressed, stamped envelope for your convenience to return the signed forms. In addition, all of these forms can be accessed on the Monroe 2-Orleans BOCES website at www.monroe2boces.org/parentpacket.

There are also key policies, laws and notifications that you, as a parent/legal guardian, should be aware of. All of these materials can be accessed on the Monroe 2-Orleans BOCES website at www.monroe2boces.org/parentpacket. Feel free to review these at your leisure.

In an effort to assist you with any questions or to have a form explained to you, please feel free to contact your student's counselor or the counseling department of your student's program.

The Monroe 2-Orleans BOCES will provide translation of any of these forms or policies in the dominant language of the parent/legal guardian upon request made to the counseling department of your student's program.

Thank you for your cooperation and understanding of these legal requirements. We look forward to educating your student and to a productive and exciting school year!

ENCLOSED MANDATORY FORMS TO BE SIGNED AND RETURNED:

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STUDENT CONTACT INFORMATION FORM

MANDATORY FORM TO BE SIGNED AND RETURNED

2026-2027 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 Preferred Name:	Date of Birth:

Parent/Legal Guardian 1 (Primary Contact):		Home #:	
Relationship:		Cell #:	
Address:		Work #:	
City, State, Zip Code:		Email #:	
Lives with Student:	Check: ☐ Yes ☐ No		

Parent/Legal Guardian 2:		Home #:	
Relationship:		Cell #:	
Address:		Work #:	
City, State, Zip Code:		Email:	
Lives with Student:	Check: ☐ Yes ☐ 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: : ☐ Yes ☐ No	Phone #:

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : ☐ Yes ☐ No	Phone #:

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ALTERNATE CONTACTS (continued):

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 #:

Name:	Address:
Relationship to Student:	City, State, Zip Code:
Allowed to pick up Student: : ☐ Yes ☐ No	Phone #:

Revised: April 2026

MEDICAL TREATMENT RELEASE

MANDATORY FORM TO BE SIGNED AND RETURNED

I hereby give my permission and consent for my student _____
(student name)
to: 1) receive emergency and/or non-emergency medical treatment; and 2) to release my student's protected health information to an Emergency Medical Services ("EMS") worker.

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 2026

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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 2026

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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 offensive to some users.

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

1) Limit the use of electronic devices 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, assistant principal or supervisor.
    - Plagiarize information received in any form, including use of AI.
    - 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.

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- Use of personal cell phones or other internet-enabled devices (e.g., smartwatches) during school hours, refusal to store these devices with administration, or providing a decoy device while keeping the real one.
- Use any external devices (ex. USB drives/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 identity, 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, including but not limited to, 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 personal 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

Revised: April 2026

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PARENTAL/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, including social media platforms.

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.

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, school play, lecture, or at an activity where students are present **even if the parent/guardian has not granted permission for such use.**

Please know, Monroe 2-Orleans BOCES allows for release of limited directory information without parent/legal guardian consent. This means BOCES will release the following directory information to federal, state or local law enforcement who seek information for any reason: student name, address, telephone listing, photograph and/or email and attendance records. If you do not wish to have this information released without your consent, please email **sdawe@monroe2boces.org.**

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PARENTAL/GUARDIAN CONSENT FOR BOCES USE OF STUDENT COPYRIGHT MATERIALS

During the year there are times when students create or produce a work or project such as a written assignment, piece of art for art class, a recipe, a hairstyle, or a decorated cake, etc., for a class assignment. Monroe 2-Orleans BOCES will use, display, duplicate, reproduce or publish that work for educational or promotional purposes only to showcase the student, class, program and/or the BOCES. As the parent/legal guardian, you grant BOCES the royalty free, non-exclusive, perpetual license to use the student's work in any form in any media (print, website, hallways, social media, TV) unless you send an email NOT granting such permission to jbelair@monroe2boces.org.

Revised: April 2026

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