



monroe one
EDUCATIONAL SERVICES



2018–2019

Educational Program Information Booklet

www.monroe.edu

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Message from the District Superintendent:

Welcome to the 2018–2019 school year! This Educational Programs Information Booklet contains important information regarding our programs and services as well as school guidelines and policies.

As a BOCES, we are cooperative. Our effectiveness and strength comes from the connections and partnerships we build with our component school districts, our students, parents and caregivers, as well as our administrators, faculty and staff.

The vital programs and services Monroe One provides to our learners are more important than ever, so let's work together toward a successful and productive school year.

Dan White
District Superintendent

Monroe One BOCES Mission

MISSION

The Monroe One Board of Cooperative Educational Services (BOCES), in partnership with our component school districts, exists to educate and provide services which support education for individuals, children through adults, in the BOCES community in order to provide them the opportunity to reach their fullest potential. BOCES will do this in a caring and cost effective manner.

Telephone Listings

Admissions & Records, Student	249-7237	Mental Health	383-2261
Asst. Director, Student Prog. & Svcs.	383-2216	Nurse's Office	
Bird/Morgan School	586-1850	- Foreman Center	383-6416
Creekside School	383-2239	- O'Connor Academy	249-7251
Director of Student Prog. & Svcs.	383-6679	- Bird/Morgan	388-2450
EMCC	387-3815	O'Connor Academy	383-6670
eSTART	383-6464	School/Community Relations	383-2262
Multi-Occupational/FOCUS	387-3883	Transportation	383-2242

Notice of Non-discrimination

The Monroe One BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, students are also afforded protection based on weight.

For more information, please contact our Civil Rights Compliance Officers:

James Colt

Director of Safety and Security
Safety & Security Office
38 O'Connor Road, Fairport, NY 14450
585-383-2298
James_Colt@boces.monroe.edu

Suzanne Starr

Sentry I
Safety & Security Office,
38 O'Connor Road, Fairport, NY 14450
585-377-4660, x7371
Suzanne_Starr@boces.monroe.edu

Child Abuse Hotline: 1-800-342-3720

Monroe One BOCES Dignity Act Coordinators

All New York State elementary and secondary students are entitled to attend school in a safe and supportive environment free from bullying, harassment and discrimination. Contact the program's administrator or Dignity Act Coordinator if you suspect, or become aware of, any incidents of bullying, harassment or discrimination of a student.

Bird/Morgan School (including District Based in ER and EI)	Meredith Tindall	388-2461 meredith_tindall@boces.monroe.edu
	Amy Mastowski	388-2463 amy_mastowski@boces.monroe.edu
Creekside School (including District Based in Fairport, Webster)	James West	383-6675 james_west@boces.monroe.edu
	Rachael Hawkins	383-6661 rachael_hawkins@boces.monroe.edu
District Based Transition	Andrea Rock	383-6674 andrea_rock@boces.monroe.edu
EMCC	Amy Spindler	387-3818 amy_spindler@boces.monroe.edu
eSTART	Sara Snyder	383-6643 sara_snyder@boces.monroe.edu
Multi-Occ./FOCUS	Jacob Arndt	249-7264 jacob_arndt@boces.monroe.edu
O'Connor Academy (including HF-L)	Natasha Newman	249-7878 natasha_newman@boces.monroe.edu
	Brigid Colgan	249-7867 brigid_colgan@boces.monroe.edu
District-wide	Bill Hurley	383-6641 bill_hurley@boces.monroe.edu
	James Colt	383-2298 james_colt@boces.monroe.edu

Attendance

Absences

Attending school regularly is important to student progress. The State Education Law permits legal absence from school for the following reasons only:

- a) Personal illness or hospitalization
- b) Medical or dental appointments that cannot be scheduled outside of school hours
- c) Death or illness in the family
- d) Religious observance/instruction
- e) Legal obligation (e.g., required to be in court)
- f) Authorized school activity (e.g., field trips)
- g) Approved college visits
- h) Weather—making travel unsafe

Absences for any reason should be reported each day of absence. Parents are required to provide a written excuse, email or verbal (phone call or in person) verification to an authorized school official (Principal, Attendance Officer/Main Office Secretary) stating the specific dates and reason for the absence. All written communication must include the signature of a parent or legal guardian. Parents are also requested to inform their child's bus driver in advance of an absence when possible. Students will not be released during school hours without verification of a parent or guardian.

2018-2019 School Closing Information

If television or radio broadcasts announce "Monroe One BOCES is closed" that means that all programs on the Central Campus (the Foreman Center), the Harris Building on Baird Road, and 11 Linden Park and 15 Linden Park, are cancelled.

Note: Central Campus programs include, but are not limited to Creekside School, the Eastern Monroe Career Center and Multi-Occupational/FOCUS programs, O'Connor Academy, and other classroom programs.

All other BOCES school age programs are closed only if the district in which that program is located is closed. The individual name of a program (e.g. Lois E. Bird, Morgan) will **NOT** be announced, so please listen/look for the name of the district in which the program is located.

When an emergency closing is required during regular school hours, the media shall be informed prior to the closing of the affected programs. Each student will be required to have emergency names, addresses and phone numbers on file in the event of an emergency closing.

Television Broadcast Information

Television broadcast stations that are notified by Monroe One in case of weather or other emergency are: WROC-TV8 (Channel 8), YNN (Channel 9), News10 NBC (Channel 10), and 13WHAM-TV (Channel 13), including 13WHAM.com, and Fox Rochester.

Radio Broadcast Information

Radio broadcast stations that are notified by Monroe One, in case of weather or other emergency are: 92.5 FM (WBEE); 94.1 FM (WZNE); 95.1 FM (The Brew); 95.7 FM (ESPN Rochester); 96.5 FM (WCMF); 97.9 FM (PXY); 98.9 FM (The Buzz WBZA); 100.5 FM (The Drive); 101.3 FM (WRMM); 102.3 FM (Sunny); 106.7 FM (KISS); 107.3 FM (Oldies); 1180 AM (WHAM 1180); 1280 AM (Sports WHTK); 1280 AM (WHTK).

Check the Website

In addition, emergency closing information regarding Monroe One BOCES school closings will be posted on the Monroe One BOCES website: www.monroe.edu

Please Note:

Monroe One BOCES will close if weather conditions warrant. Safety is the primary issue when considering when to close, not whether other districts are closing. Please be sure to check for announcements specifically listing Monroe One BOCES as closing.

District Based Classes Located in Component District Schools

Hours listed are the official school hours given by the districts.
Times for transportation purposes may vary.

BRIGHTON CENTRAL SCHOOLS

Brighton Administration Building
2035 Monroe Ave., Rochester 14618
Telephone: 242-5200
School Hours: 8:00 am – 2:00 pm

EAST IRONDEQUOIT CENTRAL SCHOOLS

East Irondequoit Middle School
155 Densmore Rd., Rochester 14609
Telephone: 339-1400
School Hours: 7:30 am – 2:20 pm

EAST ROCHESTER SCHOOLS

East Rochester Elementary School
400 Woodbine Ave., East Rochester 14445
Telephone: 248-6311
School Hours: 8:10 am – 2:20 pm

HONEOYE FALLS-LIMA CENTRAL SCHOOLS

Honeoye Falls-Lima High School
80 East St., Honeoye Falls 14472
Telephone: 624-7050
School Hours: 7:30 am – 2:00 pm

FAIRPORT CENTRAL SCHOOLS

Fairport High School
1 Dave Paddock Way, Fairport 14450
Telephone: 421-2100
School Hours: 7:20 am – 2:10 pm

Johanna Perrin School
85 Potter Place, Fairport 14450
Telephone: 421-2080
School Hours: 7:55 am – 2:40 pm

Northside School
181 Hamilton Rd., Fairport 14450
Telephone: 421-2140
School Hours: 8:55 am – 3:15 pm

WEBSTER CENTRAL SCHOOLS

Schroeder High School
875 Ridge Rd., Webster 14580
Telephone: 670-5000
School Hours: 7:25 am – 2:25 pm

Monroe One BOCES East Rochester Campus

Bird/Morgan School
120 East Ave., East Rochester NY 14445
Telephone: 586-1850
School Hours: 8:15 am – 2:15 pm
Dismissal for Half-days: 11:15 am

Classes Located on Monroe One BOCES Central Campus

Creekside School

41 O'Connor Rd., Fairport NY 14450

Telephone: 383-2239

School Hours: 9:20 am – 3:20 pm

Dismissal for half-days: 12:15 pm

Eastern Monroe Career Center (EMCC)

41 O'Connor Rd., Fairport NY 14450

Telephone: 387-3815

School Hours:

Session I: 8:20 am – 10:40 am

Session II: 11:45 am – 1:50 pm

Multi-Occ/FOCUS (MOF)

41 O'Connor Rd., Fairport NY 14450

Telephone: 387-3883

Session I: 7:45 am – 9:05 am (Multi-Occ)

Session II: 9:20 am – 10:40 am (Multi-Occ)

Session III: 11:45 am – 1:50 pm (FOCUS)

O'Connor Academy

25 O'Connor Rd., Fairport NY 14450

Telephone: 383-6670

School Hours: 7:30 am – 1:50 pm

Dismissal for half-days: 10:40 am

Community Based Classes

eSTART

2000 Lehigh Station Rd., Henrietta 14467

Telephone: 383-6464

School Hours: 7:30 am – 1:45 pm

Dismissal for half-days: 10:30 am

Early Childhood Education

222 Woodbine Ave., East Rochester 14445

Telephone: 387-3815

School Hours:

Session I: 8:20 am – 10:40 am

Session II: 11:45 am – 1:50 pm

Emergency Services

1400 Turk Hill Rd., Fairport 14450

Telephone: 387-3815

School Hours:

Session I: 8:20 am – 10:40 am

Session II: 11:45 am – 1:50 pm

Project SEARCH at Wegmans

- 745 Calkins Rd., Rochester 14623
- 650 Hylan Dr., Rochester 14623
- 2200 Ridge Road East, Rochester 14622

Telephone: 387-3828

School Hours: 8:30 am – 3:00 pm

Small Animal Care at Lollypop Farm

99 Victor Rd., Fairport NY 14450

Telephone: 387-3883

School Hours:

Session I: 7:45 am – 9:05 am (Multi-Occ)

Session II: 9:20 am – 10:40 am (Multi-Occ)

Session III: 11:45 am – 1:50 pm (FOCUS)

University of Rochester (TOUR)

Meliora Hall – Room 223

601 Elmwood Ave., Rochester 14642

Telephone: 387-3828

School Hours: 8:00 am – 2:00 pm

General Information

Administration

41 O'Connor Road
Fairport, New York 14450
(585) 377-4660

District Superintendent: Mr. Daniel White

**Assistant Superintendent for
Instructional Programs:** Dr. Cathy Hauber

Director of Student Programs & Services:
Dr. Cherie Becker

Asst. Director of Student Programs & Services:
Mr. Shannon Duserick

Board of Education Members

President: Mr. Robert Dickson (*West Irondequoit*)

Vice President: Ms. Sora Sachs (*Brighton*)

Mr. D. Bryan Buttram (*Rush-Henrietta*)
Ms. Christine DeTurck (*Honeoye Falls-Lima*)
Ms. Linda Monte (*Pittsford*)
Mr. Tom Nespeca (*Webster*)
Ms. Maureen Nupp (*Fairport*)
Ms. Nancy Semal (*East Irondequoit*)
Mr. Frederick Shippey (*Penfield*)
Ms. Laura Whitcomb (*East Rochester*)

The Monroe One BOCES Board of Education is comprised of ten non-salaried, dedicated individuals nominated by their component district Boards of Education. Names of those nominated were presented to the Clerk of the Monroe One Board of Education at least fourteen days prior to the April Annual Meeting. Board members are then elected by a majority vote of all component school district board members present and voting.

As elected representatives, the members of the Board of Education are responsible for setting policies and working with the Administration to implement them. The Board encourages residents from the ten component districts to attend its meetings held at the Foreman Center at 7:00 p.m. on the dates listed on the Monroe One BOCES website at www.monroe.edu/BOEmtgs.

Student Accident Insurance

Monroe One BOCES provides an insurance policy for all students covering accidental injuries that the student may sustain while in school, during school-sponsored activities, or while traveling to and from school. If your child qualifies for coverage under another policy, all claims must be made against that policy first.

When an accident to a student is reported to the school nurse, parents are sent an accident form by mail. The form requests basic information from the parent and should be completed and mailed promptly to Pupil Benefits Plan, Inc.

Use of School Facilities

Monroe One BOCES facilities may be used by community organizations that are open to the general public. Specific requirements and fees for this use are stated within the Facilities Use Agreement available online at: www.monroe.edu/FacilitiesUse or obtained by contacting Samantha Jensen, samantha_jensen@boces.monroe.edu or 387-3825.

Visitors

Visitors are welcome but must register at the Visitor entrance (located at the Red Awning) at the Foreman Center or the Main Office/entrance at all other sites. This is to ensure that only authorized persons are allowed in the buildings.

Student Support and Services

Health Services

School Nurses supervise the health programs and assist the faculty in developing good health practices for students and staff. Programs work to improve learning, health and fitness. Routine services include assessment and intervention for illness and injury that may occur during the school day, treatments, medication delivery, individual counseling and state mandated screening of students. A physical exam and a complete immunization record are required for all students. We would be happy to provide you with a physical exam form to take with you to the doctor's office. Forms are also available on our website. If your child needs to receive medications at school, please be sure to send your written permission along with the doctor's signed order. All medications must be in an original labeled container and delivered to school by an adult. We encourage parents/guardians to contact the building school nurse if there are any questions or concerns that we may assist you with.

Meal Program

Breakfast for students will be served daily at all schools starting at 7:30 a.m. The cost is \$1.90. Assorted nutritious lunches will be served at all schools. The cost of the student lunch is \$2.90 including milk. Milk separately is \$.60.

Free and reduced meals, milk information and applications will be sent to parents. For further information, please phone: 387-3830.

Physical Education Program

Monroe One BOCES students are provided a Physical Education Program in accordance with the New York State Physical Education requirements. Each year, students are required to participate in a Physical Education Program that is taught by certified Physical Education teachers. An integral part of the Monroe One Physical Education Program is Adapted Physical Education. Classes are designed and created based on individual student needs and IEPs. Components of the Physical Education Program include: swimming, cooperative games, interactive gaming, and other life-long physical activities.

Students are also provided with the opportunity, when eligible, to participate in intramural activities as well as Special Olympics and the New York State Games for the physically challenged.

Monroe County Special Olympics

Information on the Special Olympics may be found on the Special Olympics Website @ www.nyso.org/GENESEE/home.php or by calling the Monroe County Special Olympics at (585) 586-7400.

The Monroe One BOCES Coordinator for Special Olympics is Tracy Sens. For more information, contact Tracy at Creekside School: (585) 383-2239.

Student Support and Services

Questions

If you have a question about any phase of your child's program, we are always ready to discuss it with you. Start with your child's teacher; if you still have questions, call your child's principal. If you would like additional information, contact the Student Programs and Services Office (383-6679).

Sharing information between parents and the school often helps solve small concerns before they become major issues. We attempt to keep parents informed about all aspects of our many programs through parent-teacher conferences, numerous parent programs sponsored by the Special Education Technical Assistance Support Center (SE-TASC), and through many articles printed in the local newspapers. The Monroe One BOCES Board of Education invites all residents, students, and staff members to attend the monthly meetings and raise any questions they might have.



Shelley's Closet Clothing Bank

Shelley's Closet is a clothing bank that serves all Monroe One BOCES students in need of emergency clothing. As a free community asset, Shelley's Closet helps students participate more fully and comfortably in the classroom. Located in Room B008, Bird/Morgan Campus, 120 East Avenue, East Rochester, NY. For more information, call (585) 727-0625 or 383-6679.

Transportation

Some of our students are transported to and from their home on BOCES busses – along with any mid-day transportation when needed. Other districts provide their own busses and drivers to transport their students to the various programs.

Parents of children bussed by BOCES will be notified prior to the start of school of their child's bus number, driver's name and time of pickup. The safety of our students is a prime concern in the complicated task of transporting students as efficiently as possible. Regular drills are conducted to ensure children are aware of what to do in case of emergency on the school bus.

For the safety & privacy of our students there will be no pictures or videos taken on our buses.

School Bus Rules

- Obey the directions of the bus driver.
- No smoking, eating or drinking.
- Stay in your seat at all times.
- Keep arms and feet inside bus and to yourself.
- No fighting.
- Seat belts are **to be worn**.
- Use a courteous voice.
- No swearing.

Work Permits

State law requires a work permit before a minor between the ages of 14 and 18 may be employed in a job. Permits may be issued by Monroe One Work Study/Work Experience Program and require the following information: copies of a birth certificate, a physical examination **dated within a year** or its equivalent by a physician and a permission form signed by the parent or guardian. To obtain work permit forms, contact your program.

Monroe One BOCES

CODE OF CONDUCT SUMMARY

INTRODUCTION

The Monroe One BOCES (the “District”) board of education (the “Board”) is committed to providing a safe and orderly school environment. Responsible behavior by students, school personnel, parents and other visitors is essential to achieving this goal.

Expectations for acceptable conduct on school property and at school functions are set forth in detail in the Code of Conduct (the “Code”). These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. Unless otherwise indicated, the Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

The purpose of this Code of Conduct Summary (the “Summary”) is to summarize the Code and is not meant to replace the Code. The Code should be referred to for clarification and further explanation of the provisions set forth in this Summary. If for any reason this Summary is inconsistent with the Code, the provisions of the Code shall apply. A copy of the full version of the Code is available in the Administration Offices, 41 O’Connor Rd., Fairport, NY, 14450 and on the district Web site www.monroe.edu

I. DEFINITIONS

Article I of the Code contains definitions of terms that are used in this Summary and throughout the Code. Such terms include, for example, “alcohol/drugs/controlled substances,” “bullying,” “harassment,” “school property,” “school personnel,” “violent student,” “firearm,” and “weapon.”

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

All students have the right to receive an education on an equal basis regardless of race, color,

weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, disability or any other categories of individuals protected against discrimination by federal, state, or local law.

B. Student Responsibilities

All students have the responsibility to participate in the educational process in a way that maximizes the benefits for themselves and others from the opportunities provided.

III. ESSENTIAL PARTNERS

A. Parents/Guardians

All guardians are expected to participate with the District in a way that supports the educational process in order to assure that their child realizes his/her potential and realizes the benefits from the opportunities provided.

B. School Personnel

All school personnel are expected to fully discharge their responsibilities so that the educational objectives of the District can be realized. They are also expected to maintain a climate of mutual respect and dignity for all students which will strengthen students’ self-concept and promote confidence to learn.

IV. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Students who violate the student dress code will be encouraged to modify their appearance. Any student who refuses to do so may be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

V. PROHIBITED STUDENT CONDUCT

All students are expected to conduct themselves in an appropriate, respectful and civil manner with proper regard for the rights and welfare of other students, school personnel and others, and for the care of school property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Students who will not accept responsibility for their own behavior and who violate the Code or other District rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct on school property or at a school function that is disorderly, insubordinate, disruptive, violent, or threatens the safety, morals, health or welfare of others. Misconduct also includes academic misconduct.

Categories of prohibited violent and disruptive behavior, as specified by the State Education Department include: homicide, sexual offenses, robbery, assault, arson, kidnapping, reckless endangerment, minor altercations, intimidation, harassment, menacing, bullying, burglary, criminal mischief, larceny, bomb threats, activating false alarm, riot, weapons possession, drug/alcohol use/possession/or sale, and any other behavior that disrupts the educational process of others.

Per NYS law, smoking and tobacco use, also including electronic cigarettes (e-cigs) are not permitted anywhere on school property, including vehicles.

Bullying

Monroe One BOCES considers any act of bullying to be a serious breach of our Code of Conduct. In order to enforce this policy effectively and to take prompt corrective measures, it is essential that all victims of bullying and persons with knowledge of bullying report the harassment immediately to a school administrator, teacher, or staff member. Individuals have the right to report an incident of bullying without

fear of reprisal or retaliation at any time.

“Bullying” is defined as the repeated, deliberate intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another that takes place on school property, at any school-sponsored function or on a school bus, or that takes place off school grounds but that is designed to or has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment.

Bullying may include, but is not limited to, actions such as:

- verbal taunts,
- name-calling and put-downs, including put-downs based on religion, sexuality, disability, appearance, ethnicity, race or gender,
- being punched, pushed or attacked,
- abusive and/or threatening text messages, instant messages, emails, videos, or posts (cyber bullying),
- spreading rumors,
- extortion of money or possessions
- deliberate exclusion from peer groups within school

Harassment/Discrimination:

Harassment is the creation of a hostile environment by conduct or by verbal threats, intimidation, abuse or bullying, including cyber bullying, that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being. Harassment, bullying or discrimination may be based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, disability, or any other categories of individuals protected by federal, state, or local law. Per the **Dignity for All Students Act**, harassment and/or discrimination toward students by employees or other students is prohibited on school property or at school functions or “off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.”

Electronic Devices:

Electronic devices (including cell-phones), may not be used in a manner that will jeopardize the privacy, well-being, education or safety of students, staff

or others. Students who use electronic devices in inappropriate manners will be subject to disciplinary action, up to and including suspension from school. Items may also be confiscated and may require parent pickup. Students are prohibited from using or having on or in an operational mode any paging device, mobile/cellular telephone, laser pointer or pen or any other type of telecommunications, imaging, or electronic/digital device during the school day unless expressly permitted by school staff; they are to be put away and turned off.

The District is not responsible for personal electronic devices that are lost or stolen.

VI. REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code to a teacher, building/program administrator or to other appropriate school personnel. Any student observing a student possessing a weapon or alcohol/drugs/controlled substances on school property or at a school function shall report this information immediately.

All school personnel who are authorized to impose disciplinary action are expected to do so in a prompt, fair and lawful manner. School personnel who are not authorized to impose disciplinary action are expected to promptly report violations of the Code to his or her supervisor, a teacher or a building/program administrator.

Any weapon or alcohol/drug/controlled substance that is found shall be confiscated immediately, if possible.

The building/program administrator must notify the appropriate law enforcement agency of those Code violations that constitute a crime and affect the order or security of a school as soon as practical.

VII. DISCIPLINARY ACTIONS, PROCEDURES AND REFERRALS

Disciplinary action, when necessary, will be firm, fair and consistent so as to be most effective in changing student behavior. If the conduct involves a student with a disability or suspected disability, the student shall also be treated consistent with the separate requirements set forth in Article X of the Code.

A. Disciplinary Action

Students, other than adult students, who are found to have violated the Code, may be subject to the following disciplinary action, either alone or in combination. The school personnel identified after each action are authorized to impose such action consistent with the student's right to due process.

1. Verbal warning - any school personnel.
2. Written warning - bus drivers, teachers and building/program administrators.
3. Written notification to parent - bus drivers, teachers and building/program administrators.
4. Detention - teachers and building/program administrators.
5. Suspension from transportation - director of transportation and building/program administrators.
6. Suspension from athletic participation - coaches and building/program administrators.
7. Suspension from social or extracurricular activities - activity director and building/program administrators.
8. Suspension of other privileges - building/program administrators.
9. In-school suspension - building/program administrators.
10. Removal from classroom by a teacher - teachers.
11. Short-term (five days or less) suspension from school - principal, superintendent and Board.
12. Long-term (more than five days) suspension from school – Home School Superintendent and Board.
13. Permanent suspension from school – Home School Superintendent and Board.

In all cases involving a violation of the Code by a student, the District, in addition to or in lieu of imposing disciplinary action, may also recommend to the student's district of residence that it imposes disciplinary action against the student.

B. Procedures

In all cases, regardless of the penalty imposed, the school personnel authorized to impose a penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary action.

Students, who will be subject to disciplinary action, other than a verbal warning, written warning or

written notification to their parents, are entitled to additional rights before the action is imposed. Those additional rights are set forth in Article VIII of the Code.

offender status to the appropriate law enforcement authorities.

C. Minimum Periods of Suspension

1. **Students who bring a firearm to school.** Any student found guilty of bringing a firearm onto school property or to a school function will be subject to suspension from school for at least one calendar year.
2. **Students who commit violent acts other than bringing a firearm to school.** Any student who is found to have committed a violent act, other than bringing a firearm onto school property or to a school function, shall be subject to suspension from school for at least three days and recommended for a long-term suspension.
3. **Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.** Any student, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least one day.

D. Adult Students

Adult students shall be subject to the disciplinary action described in the Code for any misconduct, but they shall not be entitled to the rights under Education Law §32 14.

E. Referrals

1. **PINS Petitions.**
The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18.
2. **Juvenile Delinquents and Juvenile Offenders**
The superintendent is required to refer the following students to the appropriate law enforcement authorities for a juvenile delinquency proceeding in Family Court:
(a) any student under the age of 16, who is found to have brought a weapon to school; or
(b) any student 14 or 15 years old who, qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The superintendent is required to refer students, age 16 and older or any student 14 or 15 years old who qualifies for juvenile

VIII. ALTERNATIVE INSTRUCTION

When a student (except an adult student) of any age, is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative instruction as required by this Code and applicable law.

IX. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to discipline students with disabilities for violations of the Code. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose disciplinary action upon them. The disciplinary action and the procedures to be followed for disciplining students with disabilities are set forth in Article X of the Code.

X. CORPORAL PUNISHMENT

Corporal punishment of any student by school personnel is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force maybe used to:

- (a) protect oneself, another student, teacher or any person from physical injury;
- (b) protect school property or the property of others; or
- (c) restrain or remove a student whose behavior interferes with the orderly exercise and performance of District functions, powers and duties, if that student has refused to refrain from further disruptive acts.

XI. STUDENT SEARCHES AND INTERROGATIONS

A student is not entitled to any sort of "Miranda"-type warning before being questioned regarding an alleged violation of law or the Code, nor are school personnel required to contact a student's parent before questioning the student. However, school

personnel should tell a student why he or she is being questioned.

In addition, the Board authorizes the superintendent, building/program administrators and the Director of safety and security and security staff to conduct searches of a student and his or her belongings if there is a reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code.

Those same individuals may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as there is a legitimate reason for the very limited search. Those same individuals may also search a student or the student's belongings based on information received from a reliable informant.

For safety and security purposes, Monroe #1 BOCES works with local police to conduct periodic searches on school grounds using trained narcotics dogs and conducts periodic screening for weapons using metal detector scanning devices.

A. Student Lockers, Desks and other School Storage Places

The rules regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and the District retains complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. The school official conducting a strip search must have probable cause - not simply reasonable suspicion - to believe the student is concealing evidence of a dangerous violation of law or the Code.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for recording information pursuant to the Code.

The authorized school official shall be responsible

for the custody, control and disposition of any illegal or dangerous items taken from a student until the items are turned over to the police or to the coordinator of safety and security, who will then turn the items over to the police.

D. Police Involvement in Searches and Interrogations of Students

The District is committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students on school property or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have: a search or an arrest warrant; probable cause to believe a crime has been committed on school property or at a school function; or consent from a school official.

E. Child Protective Services Investigations

The District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect, or custody investigations.

XII. VISITORS TO THE SCHOOLS

The Board recognizes that parents and other citizens may wish to visit the District's schools and classrooms to observe the work of students, teachers and other school personnel. However, because schools are a place of work and learning, certain limits must be set for such visits.

XIII. PUBLIC CONDUCT ON SCHOOL PROPERTY

It is necessary to regulate public conduct on school property and at school functions. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner; in addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are on school property.

A. Prohibited Conduct (General: All Persons)

No person, either alone or with others, shall:

Intentionally injure any person, or threaten or attempt to do so; Intentionally damage, steal, or destroy school property or the personal property of a teacher, administrator, other district personnel or any person lawfully on school property or attending a school function, including graffiti or arson, or attempt or threaten to do so. No person shall at any time remove property from recycle bins or dumpsters from Monroe #1 BOCES property;

Disrupt the orderly conduct of classes, school programs, or other school activities;

Distribute or wear materials on school property or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;

Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sex, sexual orientation, disability or any other categories of individuals protected against discrimination by federal, state, or local law;

Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;

Obstruct the free movement of any person in any place to which this Code applies;

Violate the traffic laws, parking regulations, or other restrictions on vehicles;

Possess, consume, sell, distribute or exchange alcohol/drugs/controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under influence of any such substances on school property or at a school function; "Illegal substances" include but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, and look-alike drugs.

Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district;

Loiter on or about school property or at school functions;

Gamble on school property or at school functions;

Refuse to comply with any reasonable order of identifiable District officials performing their duties;

Willfully incite others to commit any of the acts prohibited by this Code;

No person, either alone or with others, shall violate any applicable law, the Code or other District rule while on school property or while at a school function.

B. Penalties

Persons who violate the Code shall be subject to the following penalties:

1. **Visitors.** Their authorization, if any, to remain on school property or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to removal by the police or other appropriate authorized authorities.
2. **Students.** They shall be subject to disciplinary action in accordance with the Code.
3. **School personnel.** They shall be subject to warning, reprimand, suspension or dismissal in accordance with applicable law.

C. Enforcement

School personnel, to the extent authorized by the Code or other District rule, shall be responsible for enforcing the conduct required by the Code. The District reserves its rights to pursue a civil or criminal legal action against any person violating the Code, if the violation is so actionable.

XIV. DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

To ensure that the community is aware of the Code, copies of the Code and this Summary will be distributed in accordance with Article XV of the Code. The Board will review the Code every year and update it as necessary.

Reviewed 2018

Cyber Bullying Information and Tip Sheet For Parents and Guardians

The New York State Dignity for All Students Act requires all school personnel to maintain a school environment free of discrimination and harassment of students. Cyber bullying is a concern that is receiving more and more attention.

Information About Cyber Bullying

Cyber bullying is a form of harassment that can affect students both in school and away from school. Cyber bullying is defined as the use of information technology devices, such as computers and cell phones to intentionally intimidate, harass, annoy, threaten, embarrass or otherwise cause harm to individuals *targeted for abuse*.

Cyber bullying can be even more destructive than traditional in-person bullying. For example, harmful posts can quickly become “viral” online, meaning that they can rapidly become very public in nature and be easily passed on to many people. This often results in personal public shaming for the victim, as victims are often students who face increased fear or embarrassment when they return to school. Cyber bullies often target those who they view as weak, vulnerable or different in some way.

Cyber bullying is abusive and harmful for victims in numerous different ways. Bullying in all of its forms dehumanizes the target, making them feel and appear as though they do not matter, or are less worthy than their tormentors. The impact can be very damaging and include depression, fear, loneliness, embarrassment, and emotional pain. Cyber bullying can happen through direct threats or insults via text messages or online posts, online comments that hurt one’s reputation, or through spreading rumors to name a few. Smart-phones that are connected to the Internet provide another avenue to quickly send or post messages that are intended to hurt others. When cyber bullying interferes with a student’s education or ability to participate fully in school life, schools have a responsibility to do all they legally can to resolve the problem.

How Communicating Online is Different

While talking face-to face, there are cues that can be seen and heard that help participants better understand the messages. While online, or with other digital communication, these cues are absent making messages more difficult to understand. In addition, people are more likely to say or do certain things online that they would not do in person because they feel less self-aware, and more anonymous. It is easier to say or post something online that would not be done in person because there is no immediate reaction and feedback. Therefore it may be easier to cyber bully someone when students don’t see the harm they are causing.

Students Often do not Report Cyber Bullying

Like traditional bullying, the majority of cyber bullying victims and bystanders do not report to adults. Students often don’t report to adults because they are afraid. They are afraid that the cyber bullying will get worse, afraid of being considered a “snitch” by their peers, or afraid that the access to technology will be taken away. Young people often **do not trust** that adults will, or are able to, help.

(continued on next page)

Cyber Bullying Information and Tip Sheet For Parents and Guardians (continued)

What you can do to Help

Be aware that young people need to be taught how to use technology safely, ethically and responsibly. This starts at home, and should continue with a partnership with schools. Parents need to stay current and use the technology themselves to gain valuable experience, and also communicate with their kids and stay involved. Adults need to build trust with young people in order to change the belief that “adults will only make it worse.” Important research has shown that young people, when reporting bullying to adults, want them to listen, give advice, and check in to ensure that the bullying has stopped. Therefore if they have the courage to report to you, handle with care and do not over-react. Ask them how you can help them solve the problem—**together**.

Some key messages to relay to your kids:

***Cyber bullying affects real lives—
what happens in the cyber world impacts real people in the real world.**

***Remember “P4”:**

Pause and Ponder (ask will this hurt me or hurt others?) **Prior to Posting!**
Once posted, it’s hard to take back.

***If your child is a victim of cyber bullying, do not respond to the bully, save the evidence (save or print), block the bully using online tools, or report it to those who may help (school, Internet/Cell provider, police).**

Parents are encouraged to contact your school’s Administrator or Dignity Act Coordinator (listed on page 4) if you have any concern that your student may be the victim or perpetrator of cyber bullying.

Related web Resources

There are many resources available to help you learn about cyber bullying including:

<http://www.netsmartz.org>

Monroe One BOCES

AHERA Annual Notification for 2018-2019

The United States Environmental Protection Agency (USEPA) requires that Monroe #1 BOCES workers and building occupants annually receive notification of asbestos removal or abatement activities, such as a response action or inspection (EPA 40 CFR § 763 Subpart E).

The AHERA Notification herein serves to inform all parents, legal guardians, teachers, administrators and all other employees that the six-month periodic surveillance of asbestos at all buildings, as required by AHERA, was performed in July and January. The three-year re-inspection, also required by law, was performed in January of 2016 by a fully accredited Asbestos Inspector from the Genesee Valley Educational Partnership Environmental Health, Safety and Risk Management Office. All asbestos-containing materials that remain are in good condition and are located in primarily inaccessible areas. The next three-year re-inspection is scheduled for January 2019. Updated asbestos management plans for each school building are available for review in the Operations & Maintenance Office and through the main office of each building.

School buildings will continue to have available a six-month periodic surveillance and a three-year re-inspection as required by AHERA. All abatement projects have been and will continue to be performed by New York State and EPA approved asbestos abatement contractors.

Any questions regarding asbestos removal projects or any asbestos related issues should be addressed to James Hartman, LEA Designated Person, at james_hartman@boces.monroe.edu or (585) 249-7066.

Parental Request of Teacher or Principal Composite Score

New York State Education Law stipulates that teacher and principal composite scores may only be given to the parent/legal guardian of a student. The parent/legal guardian may only request the composite score(s) of the teacher(s) and principal their child has during the current school year. The law also requires that the school districts verify the identity of the parent/legal guardian making the request.

If you wish to make such a request, please follow the directions below:

1. For a composite score of your child's current teacher, please contact Dr. Cherie Becker, Director of Student Programs and Services, at 585-383-6679. Requests made to the principal will be referred to Dr. Becker.
2. For the composite score of your child's current principal, please contact Mr. Scott Covell, Assistant Superintendent for Management Services, at 585-383-2276. Requests for principal composite scores made to principals or directors will be referred to Mr. Covell.
3. Once you have made the verbal request, you will be sent a form that must be completed in its entirety and submitted to the appropriate contact listed above. The purpose of this form is to verify your request, your identity as the parent/legal guardian, as well as your understanding that this information is confidential. Upon receipt of that completed form, you will be contacted to schedule a time to review the requested composite score.

Parents' Bill of Rights for Data Privacy and Security

In accordance with Education Law Section 2-d, Monroe #1 BOCES hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents/legal guardians.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;
2. In accordance with FERPA, Section 2-d and Board Policy 7240 Student Records: Access and Challenge, parents have the right to inspect and review the complete contents of their child's education record;
3. The District has the following safeguards in place to protect student data, including personally identifiable information stored or transferred by the District:
 - a. All databases that have student information are protected by a secure password and login. These logins are monitored and kept up to date;
 - b. Student information is only accessible by those that are deemed warranted of having the information.
4. The New York State Education Department collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to:

Office of Information & Reporting Services
New York State Education Department
Room 863 EBA
89 Washington Avenue
Albany, New York 12234
5. Parents have the right to submit complaints about possible breaches of student data or teacher or principal APPR data. Any such complaint must be submitted, in writing, to:

Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, New York 12234
cpo@mail.nysed.gov

Or to:

Scott R. Covell
Assistant Superintendent for Management Services
Monroe #1 BOCES 41 O'Connor Road
Fairport, NY 14450

Notification of Rights Regarding Education Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents, (including legal guardians and students over the age of 18) have the right to inspect and review the student’s educational records that are under the control of Monroe 1 BOCES. Except for EMCC records, Monroe 1 BOCES maintains educational records for BOCES work of students while the students remain enrolled in BOCES programs. Once a student completes his/her work at BOCES and returns to the home school district, BOCES transfers the records to the home school district. (EMCC records are considered home school records.)

If you wish to see your child’s records, please contact the Student Admissions and Records Office (585 383 2232) and arrange a convenient time to review your child’s records. For EMCC records, contact your home school.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

If after examining your child’s educational records, you believe that they contain student information that is false or misleading, you may indicate your concern to the Admissions and Records Office. The Office will share your concern with the program or professional staff responsible for generating the record in question and will attempt to resolve the concern informally.

If the concern cannot be informally resolved, you have the right to submit a formal written complaint through the BOCES complaint procedure, and ultimately to receive a hearing. The Student Admissions and Records Office will provide you with the necessary forms for completion.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

For example, the BOCES may disclose information from student education records to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, teacher, or support staff member, including health staff, office staff, and security personnel. It may also include a person serving on the school Board, a parent on an official BOCES committee, or a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant, therapist, etc.). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under FERPA, BOCES is permitted to disclose education records, including disciplinary records, without consent to other schools or post-secondary educational institutions in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. However, while BOCES reserves all its rights under FERPA, its standard practice will be to seek written consent from parents or eligible students in order to transfer the student’s records, and those records will *not* normally include disciplinary information unless the parents or student specifically request that they do. Exceptions to this standard practice will occur only where specific circumstances make them reasonable and prudent.

In the event of a health and safety emergency, the BOCES may disclose information from a student’s education record when such disclosure appears likely to protect the health and safety of the student or others.

FERPA also allows schools to disclose educational records without consent to state and local authorities within a juvenile justice system, pursuant to specific State law, and to comply with judicial order.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Parent Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the BOCES, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the BOCES may disclose appropriately designated "directory information" without written consent, unless you have advised the BOCES to the contrary in accordance with BOCES procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The BOCES has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

If you do not want the BOCES to disclose directory information (or any subset thereof) from your child's education records without your prior written consent, you must notify the Student Admissions and Records Office in writing, at the address below, by October 15 of this year:

Student Admissions and Records Office
41 O'Connor Road
Fairport, NY 14450

Pesticide Notice

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

The Monroe #1 BOCES is required to maintain a list of persons in the parental relation, faculty, and staff who wish to receive 48-hour written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- Anti-microbial products;
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatile ready to use pastes, foams, or gels areas inaccessible to children;
- Boric acid and Disodium Octaborate Tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt material under 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

Additionally, no notification is required if a school remains unoccupied for a continuous 72-hours following an application.

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

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the form below and return it to **Darlene Keyes** at Monroe #1 BOCES, at the address below. If you require additional information regarding these requirements, please contact the Monroe #1 BOCES pesticide representative, **Lisa Ryan**, at:

Monroe #1 BOCES
41 O'Connor Road
Fairport, NY 14450

Phone: (585) 387-3832 or **Fax:** (585) 383-2240

Email: lisa_ryan@boces.monroe.edu

Monroe #1 BOCES Request for Pesticide Application Notice – 2018-2019 SCHOOL YEAR	
School Building: Date:	Program:
Name: Student Name:	Street Address: City: State: Zip Code:
Day Phone: Evening Phone:	Email address: