



monroe one
EDUCATIONAL SERVICES



2020–2021

Educational Program Information Booklet

www.monroe.edu

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Message from the District Superintendent:

Welcome to the 2020-2021 school year. While this year will be unlike any other, Monroe One BOCES has been working diligently to make it a safe and productive year for our entire school community.

There will be many changes to our school guidelines and policies. This Educational Program Information Booklet contains a summary of that important information. However, we urge everyone to visit Monroe.edu/ReopeningPlan for full details. That plan is updated in real time with the most up-to-date guidelines from state and local officials.

Although some of our guidelines and instruction models have changed, our commitment to the programs and services provided by Monroe One remains the same.

Our connections and partnerships we build with our school community are more important than ever. With everyone's help in following our updated health and safety guidelines, we can all do our part in creating a healthy learning environment.

Please continue to visit our website for information.

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
Asst. Director, Student Prog. & Svcs. 383-2216
Behavioral Health Services 383-2261
Bird/Morgan School 586-1850
Communications Office 383-2262
Creekside School 383-2239
Director of Student Prog. & Svcs. 383-6679
EMCC 387-3815
eSTART 383-6464
Multi-Occupational/FOCUS 387-3810

Nurse's Office:

- Bird/Morgan 388-2450
- eSTART at R-H C. Webster Bldg... 359-5538
- Foreman Center 383-6416
- O'Connor Academy 249-7251

O'Connor Academy 383-6670
Security 383-2298
Transition & Employment Programs ..387-3828
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
East Rochester)**

Hayley Brockler 387-3865
hayley_brockler@boces.monroe.edu

Chelsea Kehoe 388-2461
chelsea_kehoe@boces.monroe.edu

**Creekside School
(including District Based in
Fairport; Webster)**

Anne Nau 383-6675
anne_nau@boces.monroe.edu

James West 383-6663
james_west@boces.monroe.edu

EMCC

Amy Spindler 387-3818
amy_spindler@boces.monroe.edu

eSTART

Rachael Hawkins 383-6674
rachael_hawkins@boces.monroe.edu

Multi-Occ./FOCUS

Jacob Arndt 249-7264
jacob_arndt@boces.monroe.edu

**O'Connor Academy
(including District Based in
East Irondequoit)**

Brigid Colgan 249-7867
brigid_colgan@boces.monroe.edu

Natasha Newman 249-7878
natasha_newman@boces.monroe.edu

Transition

Rachael Hawkins 383-6674
rachael_hawkins@boces.monroe.edu

District-wide

James Colt 383-2298
james_colt@boces.monroe.edu

Bill Hurley 383-6641
bill_hurley@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, including required quarantine/isolation due to COVID-19
- 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

Attendance will be collected and reported for all remote learning days.

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.

Additional information on absences due to COVID-19 and steps for returning back to school can be found at monroe.edu/AttendancePlan

2020-2021 School Closing Information

Closures due to COVID-19

School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

- Specific conditions that warrant the closure of schools will be identified and displayed to all stakeholders in advance.
 - This will include communication through email, robocalls and social media.
- Monroe One will be in close communication with state and local health departments to determine when the school is unsafe for in-person instruction.
- Close communication will be ongoing between the superintendent and building administrators.

Central Campus Programs

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.

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

Non-Central Campus 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. Morgan, Lois E. Bird) will not be announced, so please listen/look for the name of the district in which the program is located.

Closing During Regular School Hours

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 BOCES in case of a weather or other emergency are:

- WROC-TV8 (Channel 8);
- Spectrum News (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 BOCES in case of weather or other emergency are:

- 92.5 FM (WBEE);
- 94.1FM (WZNE);
- 95.1 FM (WAIO);
- 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 (WARM);
- 102.3 FM (Sunny);
- 106.7 FM (KISS);
- 107.3 FM (Oldies);
- 1180 AM (WHAM 1180);
- 1280 AM (Sports WHTK);
- 1280 AM (WHTK).

SchoolMessenger

Through the SchoolMessenger system, every BOCES employee should receive both phone and email messages with information describing the reason BOCES is closed.

Check the Website

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

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 – 2:24 pm

Eastridge Senior High School

2350 East Ridge Road, Rochester, NY 14622

Telephone: 339-1450

School Hours: 7:20 am – 2:18 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

FAIRPORT CENTRAL SCHOOLS

Fairport High School

1 Dave Paddock Way, Fairport 14450

Telephone: 421-2100

School Hours: 7:25 am – 2:10 pm

Johanna Perrin School

85 Potter Place, Fairport 14450

Telephone: 421-2080

School Hours: 7:55 am – 2:40 pm

Minerva Deland School

140 Hulburt Rd., Fairport 14450

Telephone: 421-2030

School Hours: 7:22 am – 2:00 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: 8:45 am – 3:15 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
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

Project SEARCH

25 O'Connor Rd., Bldg. 9, Fairport, NY 14450
Telephone: 387-3828
School Hours: 8:30 am – 2:30 pm

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: 11:55 am – 2:00 pm

Emergency Services

1400 Turk Hill Rd., Fairport 14450
Telephone: 387-3815
Session I: 8:10 am – 10:30 am
Session II: 11:35 am – 1:40 pm

New Vision Education Professions

222 Woodbine Ave., East Rochester 14445
Telephone: 387-3815
School Hours: 8:30 am – 10:50 am

SELF

(Strong Employment and Life Foundation)

Strong Museum of Play
1 Manhattan Square Dr., Rochester 14607
School Hours: 8:00 am – 2:00 pm
Telephone: 387-3828

University of Rochester (TOUR)

Meliora Hall – Room 223
601 Elmwood Ave., Rochester 14642
Telephone: 387-3828
School Hours: 8:30 am – 2:30 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: Mrs. Sora Sachs (*Brighton*)

Mr. D. Bryan Buttram (*Rush-Henrietta*)
Mrs. Christine DeTurck (*Honeoye Falls-Lima*)
Mrs. Lisa Latten (*Penfield*)
Mrs. Kim McCluski (*Pittsford*)
Mr. Tom Nespeca (*Webster*)
Ms. Maureen Nupp (*Fairport*)
Ms. Nancy Semal (*East Irondequoit*)
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. (unless otherwise noted) on the dates listed on the Monroe One BOCES website at www.monroe.edu/BOEmtg.

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.

Visitors

Many programs are not allowing visitors due to COVID-19 restrictions and are asking parents/guardians to call ahead or from the parking lot. Please check with your student's principal on their building's procedures.

All visitors and vendors will be screened, including a health questionnaire and temperature check, before being allowed entry into the building. They must also display a visitor badge/ID at all times.

For those coming to the Foreman Center, visitors will need to register at the Visitor entrance (located at the Red Awning).

Student Support and Services

Health Services

Anyone entering the building will need to first complete a health screening, including a temperature check. This should be done at home, with a secondary screening provided on-site. School nurses will supervise COVID-19 protocols and regular health services. Routine services include assessment and intervention for illness and injury that may occur during the school day, treatments, medication delivery, individual health counseling and state mandated screenings. A physical exam and a complete immunization record are required for all students.

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.

Further information regarding COVID-19 Health Services can be found at monroe.edu/HealthPlan

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 \$3.00 including milk. Milk separately is \$.65. Free and reduced meals, milk information and applications will be sent to parents.

Mealtimes will follow COVID-19 guidelines, including social distancing and, in most schools, meals will take place in a student's classroom. Component districts will also provide meal distribution information for students on their remote learning days.

Further details can be found at monroe.edu/FoodServicesPlan

Physical Education Program

Monroe One BOCES recognizes the positive benefits physical education and activity have on a student's physical and emotional health. Providing opportunities for all students to regularly engage in physical education and activity under the direction of a certified physical education teacher has been identified as a priority in all instructional models. While students are participating in physical education in person, all Monroe One BOCES programs will plan and monitor for strict adherence to the NYS Department of Health guidelines. Adapted Physical Education classes will continue to be designed and created based on individual student needs and IEPs while continuing to maintain social distancing.

Special Olympics

As we enter the 20-21 school year, Special Olympic events have been suspended due to COVID-19. Updates and information can be found on the Special Olympics Website at <https://www.specialolympics-ny.org/regions/genesee/> or by calling the Monroe County Special Olympics at (585) 586-7400.

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).

Monroe One is here to serve our families and available to answer questions and concerns. To keep parents informed, we hold parent-teacher conferences, host numerous parent programs sponsored by the Office of Special Education Mid-West Regional Partnership Center, partner with local media, and provide updates on monroe.edu and on Monroe One BOCES social media accounts.

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. This free community asset helps students participate more fully and comfortably in the classroom. Shelley's Closet is located in Room E-10, Creekside School, 41 O'Connor Road, Fairport, NY. For more information, visit www.monroe.edu/sc or call 383-6679.

Transportation

Students will need to wear face coverings while waiting for the bus, riding the bus, and getting on and off the bus. Those with an approved medical exemption will need to maintain social distancing on the bus.

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

Parents of children bused 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 primary concern in the complicated task of transporting students as efficiently as possible. Regular safety 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

- Follow face covering and social distancing requirements.
- 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 strongly encouraged.
- Use a courteous voice.
- No swearing.

For additional information on COVID-19 related bus rules and cleaning protocols, visit Monroe.edu/TransportationPlan

Monroe One BOCES

Code of Conduct Summary 2020-2021

INTRODUCTION

Monroe One BOCES Student Code of Conduct supports all students, staff, and families in a school environment where all individuals feel safe, valued, and fully engaged in the educational process. The goal of the Student Code of Conduct (the “Code”) is to provide a learning environment free of disruption and interruption, where all students can fully engage in social/emotional growth and achieve academic success.

Expectations for acceptable conduct on school property and at school functions are set forth in detail in the Code. These expectations are based on the values we uphold as a trauma-responsive school community: *Safety, Trustworthiness, Empowerment, Collaboration and Choice.*

Unless otherwise indicated, the Code applies to all students, school personnel, parents/guardians and other visitors when on school property or attending a school function.

The purpose of this Code of Conduct Summary (the “Summary”) is only to summarize the Code and not replace the Code. The full 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 Student Admissions and Records Office, 41 O’Connor Rd., Fairport, NY, 14450, the Bird/Morgan School, East Rochester, The Carlton Webster building, Henrietta and on the district website www.monroe.edu.

I. DEFINITIONS

Article I of the Code contains definitions of terms used in this Summary and throughout the Code. Such terms include, for example, “alcohol/ drugs/ controlled substances”, “bullying”, “harassment”, “school property”, “school personnel”, “sexual orientation”, “restorative practices”, “trauma responsive school” and “weapon”.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under applicable law. The district’s aim is to provide an environment in which a student’s rights and freedoms are respected, and to provide opportunities, which stimulate and challenge the student’s interests and abilities to his or her highest potential.

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

The success of our students is directly dependent upon the entire community. Schools, families, community members, and students all play an essential role in developing competent, confident, independent, productive citizens in our society. Educating our children is a critical function of society.

Code of Conduct Summary (continued)

Educating students includes academic growth, as well as developing social, emotional and civic skills. The way we collectively develop positive relationships among schools, students, families, and communities is a direct link to determining student success.

IV. STUDENT DRESS CODE

As per the Reopening Plan, face coverings are required for anyone who is medically able to wear one. Reusable and cloth masks are acceptable, including any color, school, college or sports logo or student name. Neck gaiters, scarves and bandanas are not allowed, nor is any reference that may be disruptive to the learning environment.

Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Students who violate the student dress code will be encouraged to comply to the guidelines. 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. Nothing in this policy shall be construed to limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so.

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.

Effective forms of student discipline include a restorative approach that help students understand their behavior and how it impacts

others and the school community. Students are supported in repairing relationships and/or damage caused by their behavior.

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.

Bullying

“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,

Code of Conduct Summary (continued)

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 cellphones), 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/guardian 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.

Tobacco & Vaping Use Prohibited:

No person is permitted to use tobacco in

any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus. Tobacco use in vehicles located on school property is also prohibited. Distribution, sale, or advertising of tobacco, including any smoking or vaping device is also prohibited on school property, grounds, and at any school-sponsored event. This policy remains in effect at all times.

VI. REPORTING VIOLATIONS

All students and school personnel 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.

In order to effectively enforce this policy 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.

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

Monroe One BOCES holds all individuals accountable for their actions in a restorative and solution-oriented manner with a focus on repairing relationships, strengthening community, and increasing safety by decreasing conflict, de-escalating volatile

Code of Conduct Summary (continued)

situations, and prompting a sense of collective responsibility. Understanding discipline as a “teachable moment”, restorative practices will be employed where appropriate.

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 parents/guardians—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/guardians, are entitled to additional rights before the action is imposed. These additional rights are explained in the full Code.

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 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.

Code of Conduct Summary (continued)

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 offender status to the appropriate law enforcement authorities.

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 are offered 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 may be 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/guardian

Code of Conduct Summary (continued)

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 One 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. In general, the Board prohibits district staff from conducting strip searches of students. If, under extraordinary and emergency circumstances, a school official believes it is necessary to conduct a strip search of a student, the Superintendent shall make a determination in consultation with the school attorney. Any strip search must be conducted by an authorized school official of the same sex as the student, in the presence of another district professional employee also of the same sex of the student. The district shall attempt to notify the student's parent/guardian by telephone before conducting a strip search, or in writing after the fact if the parents/guardians could not be reached by telephone.

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

Code of Conduct Summary (continued)

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/guardians and other citizens may wish to visit the District's schools and classrooms. However, because schools are a place of work and learning, certain limits must be set for such visits. Under current COVID-19 guidelines, most programs are restricting any non-essential visitors on campus. Anyone entering the building must go through a screening process, including a health and temperature check, before doing so.

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:

1. Intentionally injure any person, or threaten or attempt to do so;
2. 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 One BOCES property;
3. Disrupt the orderly conduct of classes, school programs, or other school activities;
4. 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;
5. 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;
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
7. Obstruct the free movement of any person in any place to which this Code applies;
8. Violate the traffic laws, parking regulations, or other restrictions on vehicles;

Code of Conduct Summary (continued)

9. 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.
10. 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;
11. Loiter on or about school property or at school functions;
12. Gamble on school property or at school functions;
13. Refuse to comply with any reasonable order of identifiable District officials performing their duties;
14. Willfully incite others to commit any of the acts prohibited by this Code;
15. 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

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

Reviewed 2020

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 form of harassment that has received increased attention due to increased usage of social media by students and a greater awareness of the harm that results from bullying incidents.

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. Many students now possess mobile phones that are equipped with social media applications that provide avenues 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>
- Cyberbullying Research Center: <https://cyberbullying.org/>

Monroe One BOCES

AHERA Annual Notification for 2020–2021

The United States Environmental Protection Agency (USEPA) requires that Monroe One 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 2019 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 2022. 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

Monroe One BOCES

The Monroe One BOCES seeks to use current technology, including electronic storage, retrieval, and analysis of information about students' education experience in the BOCES, to enhance the opportunities for learning and to increase the efficiency of our operations.

The Monroe One BOCES seeks to ensure that parents have information about how the BOCES stores, retrieves, and uses information about students, and to meet all legal requirements for maintaining the privacy and security of protected student data and protected principal and teacher data, including Section 2-d of the New York State Education Law.

To further these goals, the BOCES has posted this Parents' Bill of Rights for Data Privacy and Security.

- (1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- (2) Parents have the right to inspect and review the complete contents of their child's education record. The procedures for exercising this right can be found in Student Records Policy 6320.
- (3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- (4) A complete list of all student data elements collected by the State is available at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> and a copy may be obtained by writing to the 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 have complaints about possible breaches of student data addressed. Complaints should be directed in writing, to:

Chief Privacy Officer

New York State Education Department
Room 863 EBA
89 Washington Avenue
Albany, New York 12234

Or

Monroe One Data Protection Officer

William Gregory
Monroe One 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 One BOCES. Except for EMCC records, Monroe One 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 One 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 One BOCES, at the address below. If you require additional information regarding these requirements, please contact the Monroe One BOCES pesticide representative, **Lisa Ryan**, at:

Monroe One BOCES
41 O'Connor Road
Fairport, NY 14450

Phone: (585) 387-3832 or **Fax:** (585) 383-2240
Email: lisa_ryan@boces.monroe.edu

Monroe One BOCES Request for Pesticide Application Notice – 2020-2021 SCHOOL YEAR	
School Building: Date:	Program:
Name: Student Name:	Street Address: City: State: Zip Code:
Day Phone: Evening Phone:	Email address:

