



**monroe one**  
EDUCATIONAL SERVICES



**2024–2025**

*Educational Programs Information Booklet*

[www.monroe.edu](http://www.monroe.edu)

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## Message from the District Superintendent

Dear families,

As we step into the 2024–25 school year, we look forward to the opportunities ahead for our students, staff, and school community. At Monroe One, we center our work on our pillars of commitment, collaboration, community, and compassion.

From exploring new career pathways to engaging in our enriched educational offerings, we are here to ensure every student has the support they need to grow and thrive.

Please take the time to explore this Educational Programs Information Booklet. It is packed with details on the range of programs and services offered by Monroe One, along with important school guidelines and policies. In addition, our website, [monroe.edu](http://monroe.edu), will keep you informed with the latest updates and news.

Together, let's embark on a new year filled with collaboration, growth, and a shared commitment to creating a safe, inclusive, and welcoming educational environment.

Dan White  
District Superintendent

## Monroe One BOCES Mission

To cooperatively meet the evolving needs of all learners, educators, and district partners.

## Vision

As an educational organization, Monroe One actively engages in fostering an equitable, diverse, and inclusive culture that will empower every student, family, and staff to grow and thrive.

## Equity Pillars

Collaboration, Community, Compassion, Commitment

## Telephone Listings

Area code for all telephone listings is (585) unless otherwise noted.

Admissions & Records, Student .....	249-7237	O'Connor Academy .....	383-6670
Behavioral Health Services .....	383-2261	Security .....	383-2298
Bird/Morgan School .....	586-1850	Special Education & Student Services	
Communications Office .....	383-2262	• Director—Dr. Cherie Becker.....	383-6679
Creekside School .....	383-2239	• Asst. Director—Shannon Duserick	383-2216
EMCC .....	387-3815	• Asst. Director—Rebecca Etlinger..	383-2232
eSTART .....	383-6464	Transition & Employment Programs ..	387-3828
Multi-Occupational/FOCUS .....	387-3810	Transportation .....	383-2242
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		

## 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, gender expression, 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 (below) if you suspect, or become aware of, any incidents of bullying, harassment or discrimination of a student.

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**Bird/Morgan School**

**Hayley Brockler**, 387-3865  
hayley\_brockler@boces.monroe.edu

**Chelsea Kehoe**, 388-2461  
chelsea\_kehoe@boces.monroe.edu

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**Creekside School**

**Aaron Datro**, 383-6662  
aaron\_datro@boces.monroe.edu

**James West**, 383-6663  
james\_west@boces.monroe.edu

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**EMCC**

**Andrea Rock**, 387-3883  
andrea\_rock@boces.monroe.edu

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**eSTART**

**Lisa Schrader**, 249-7876  
lisa\_schrader@boces.monroe.edu

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**Multi-Occ./FOCUS**

**Jacob Arndt**, 249-7264  
jacob\_arndt@boces.monroe.edu

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

**Darrin McCormick**, 249-7252  
darrin\_mccormick@boces.monroe.edu

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**Transition**

**Lisa Schrader**, 249-7876  
lisa\_schrader@boces.monroe.edu

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**District-wide**

**James Colt**, 383-2298  
james\_colt@boces.monroe.edu

**Greta Johnston**, 383-6641  
greta\_johnston@boces.monroe.edu

**Meredith Tindall**, 383-6646  
meredith\_tindall@boces.monroe.edu

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# Attendance

## Absences

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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.

# 2024-2025 School Closing Information

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## 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).
- 13WHAM-TV (Channel 13), including 13WHAM.com, and Fox Rochester.

## SchoolMessenger and ParentSquare

Through the SchoolMessenger system, every BOCES employee should receive both phone and email messages with information describing the reason BOCES is closed. In addition, programs may utilize ParentSquare to alert families of school closings and other urgent information.

Visit [monroe.edu/ParentSquareInfo](http://monroe.edu/ParentSquareInfo)

## Check the Website

In addition, emergency closing information regarding Monroe One BOCES school closings will be posted at [www.monroe.edu](http://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**

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#### **Brighton Administration Building**

2035 Monroe Ave., Rochester 14618

Telephone: 242-5200

Project LIFE Office: 387-3828

School Hours: 8:00 a.m.–2:00 p.m.

Dismissal for half-days: 11:00 a.m.

### **EAST IRONDEQUOIT CENTRAL SCHOOLS**

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#### **Eastridge Senior High School**

2350 East Ridge Road, Rochester, NY 14622

Telephone: 339-1450

School Hours: 7:20 a.m.–2:18 p.m.

### **FAIRPORT CENTRAL SCHOOLS**

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#### **Minerva DeLand School**

140 Hulburt Rd., Fairport 14450

Telephone: 421-2100

Project LIFE Office: 387-3828

School Hours: 8:00 a.m.–2:00 p.m.

Dismissal for half-days: 11:00 a.m.

### **RUSH-HENRIETTA CENTRAL SCHOOLS**

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#### **Carlton Webster Building**

2000 Lehigh Station Road, Henrietta, NY 14467

Project LIFE Office: 387-3828

School Hours: 8:00 a.m.–2:00 p.m.

Dismissal for half-days: 11:00 a.m.

## **Programs/Schools Located on Monroe One BOCES Central Campus**

#### **Creekside School**

41 O'Connor Rd., Fairport NY 14450

Telephone: 383-2239

School Hours: 9:15 a.m.–3:15 p.m.

Dismissal for half-days: 12:15 p.m.

#### **Eastern Monroe Career Center (EMCC)**

41 O'Connor Rd., Fairport NY 14450

Telephone: 387-3815

Session I: 8:20 a.m.–10:40 a.m.

Session II: 11:45 a.m.–1:50 p.m.

#### **Multi-Occ./FOCUS (MOF)**

41 O'Connor Rd., Fairport NY 14450

Telephone: 387-3810

Session I: 7:45 a.m.–9:05 a.m. (Multi-Occ.)

Session II: 9:20 a.m.–10:40 a.m. (Multi-Occ.)

Session III: 11:45 a.m.–1:50 p.m. (FOCUS)

#### **O'Connor Academy**

25 O'Connor Rd., Fairport NY 14450

Telephone: 383-6670

School Hours: 7:25 a.m.–1:52 p.m.

Dismissal for half-days: 10:40 a.m.



# Monroe One BOCES

## East Rochester Campus

### **Bird/Morgan School**

120 East Ave., East Rochester NY 14445

Telephone: 586-1850

School Hours: 8:15 a.m.–2:15 p.m.

Dismissal for Half-days: 11:15 a.m.

## Community Based Programs/Schools

### **Childcare Professions (EMCC)**

East Rochester Elementary School

400 Woodbine Ave., East Rochester 14445

Telephone: 387-3815

School Hours: 11:55 a.m.–2:00 p.m.

### **Emergency Services (EMCC)**

1400 Turk Hill Rd., Fairport 14450

Telephone: 387-3815

Session I: 8:10 a.m.–10:30 a.m.

Session II: 11:35 a.m.–1:40 p.m.

### **eSTART**

2000 Lehigh Station Rd., Henrietta 14467

Telephone: 383-6464

School Hours: 7:30 a.m.–1:45 p.m.

Dismissal for half-days: 10:30 a.m.

### **New Vision Medical Careers (EMCC)**

**Rochester General Hospital**

**Northside Professional Center**

1299 Portland Ave, Suite #6, Rochester 14602

Telephone: 387-3815

School Hours: 7:45 a.m.–11:00 a.m.

### **St. Ann's Community**

1500 Portland Avenue, Rochester, NY 14621

Telephone: 387-3815

School Hours: 7:45 a.m.–11:00 a.m.

### **New Vision Education Professions (EMCC)**

East Rochester Elementary School

400 Woodbine Ave., East Rochester 14445

Telephone: 387-3815

School Hours: 8:30 a.m.–10:50 a.m.

### **Project SEARCH**

2000 Lehigh Station Rd., Henrietta 14467

Telephone: 387-3828

School Hours: 8:00 a.m.–2:00 p.m.

Dismissal for half-days: 11:00 a.m.

### **SELF**

#### **(Strong Employment and Life Foundation)**

Strong Museum of Play

1 Manhattan Square Dr., Rochester 14607

Telephone: 387-3828

School Hours: 8:00 a.m.–2:00 p.m.

Dismissal for half-days: 11:00 a.m.

### **Small Animal Care at Lollypop Farm (MOF)**

99 Victor Road, Fairport, NY 14450

Telephone: 387-3810

Session I: 7:45 a.m.–9:05 a.m. (Multi-Occ.)

Session II: 9:20 a.m.–10:40 a.m. (Multi-Occ.)

Session III: 11:45 a.m.–1:50 p.m. (FOCUS)

### **Transition Opportunities at the University of Rochester (TOUR)**

Meliora Hall—Room 223

601 Elmwood Ave., Rochester 14642

Telephone: 387-3828

School Hours: 8:00 a.m.–2:00 p.m.

Dismissal for half-days: 11:00 a.m.

# General Information

## Administration

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

**District Superintendent:** Mr. Daniel White

**Deputy District Superintendent:** Dr. Cathy Hauber

**Director of Special Education & Student Services:**  
Dr. Cherie Becker

**Asst. Director of Special Education & Student Services:** Mr. Shannon Duserick

**Asst. Director of Special Education & Student Services:** Ms. Rebecca Etlinger

## Board of Education Members

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**President:** Mrs. Kim McCluski (*Pittsford*)

**Vice President:** Mr. Tom Nespeca (*Webster*)

Mrs. Margaret Burns (*West Irondequoit*)

Mr. D. Bryan Buttram (*Rush-Henrietta*)

Ms. Rebecca Hicks (*East Rochester*)

Mr. Mark Kokanovich (*Brighton*)

Mrs. Lisa Latten (*Penfield*)

Ms. Maureen Nupp (*Fairport*)

Ms. Nancy Semal (*East Irondequoit*)

Mrs. Amy West (*Honeoye Falls-Lima*)

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.

## Student Accident Insurance

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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

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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: [monroe.edu/FacilitiesUse](http://monroe.edu/FacilitiesUse) or obtained by contacting Operations and Maintenance at (585) 387-3825.

## Visitors

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Visitors are welcome but must register at the Visitor Entrance of the Foreman Center or the Main Office/entrance at all other sites. This is to ensure that only authorized individuals are entering the buildings. They will need to display a visitor badge/ID at all times

Visitors will also need to follow any current health and safety protocols in place.

# Student Support and Services

## Health Services

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School Nurses supervise individual health care plans and assist the faculty in developing good health practices for students and staff. 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. 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

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For the 24–25 school year, all students are free of cost. Breakfast will be served daily at all schools starting at 7:30 a.m. Assorted nutritious lunches will be served at all schools. Milk purchased separately is \$0.85.

School meal information packets will be sent to parents and caregivers. For further information please phone (585) 387-3830 or visit [monroe.edu/FoodServices](http://monroe.edu/FoodServices)

## Transportation

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Some of our students are transported to and from their homes 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 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 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

- 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.

# Student Support and Services

## Questions

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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](http://monroe.edu) and on Monroe One BOCES social media accounts.



### **Shelley's Closet Clothing Bank**

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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](http://www.monroe.edu/sc) or call 383-6679.

# Monroe One BOCES

## Code of Conduct Summary 2024-2025

### INTRODUCTION

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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 Code of Conduct is to provide a learning environment where all students can fully engage in social/emotional growth and achieve academic success. The framework to support this goal is an equitable and positive school climate where diversity is valued, students feel safe and welcomed, and are viewed through a trauma-informed lens that aligns with restorative practices.

Monroe One BOCES is committed to:

- **Diversity** – Respecting and honoring the existence of individual and social differences that contribute to all social identity groups.
- **Equity** – Ensuring access to resources and opportunities, while providing each individual with the tools and supports they need to achieve their individual success.
- **Inclusion** – Intentionally fostering an environment in which each individual is valued and respected for their diversity and is empowered to engage and contribute.

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 whether in person or remote.

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](http://www.monroe.edu).

### I. DEFINITIONS

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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

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#### 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.

# Code of Conduct Summary (continued)

## 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

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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. 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

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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

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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,

## Code of Conduct Summary (continued)

- 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 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

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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.

# Code of Conduct Summary (continued)

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

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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 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.



# Code of Conduct Summary (continued)

## 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.

## 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

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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

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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. PROHIBITION OF CORPORAL PUNISHMENT, AVERSIVE INTERVENTIONS, AND SECLUSION AND THE AUTHORIZED LIMITED USE OF TIMEOUT AND PHYSICAL RESTRAINT

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This regulation sets clear rules to ensure the safety and well-being of students by outlining what actions are not allowed and what limited actions can be used to address student behavior. Timeout and physical restraint can only be used when nothing else has worked to prevent imminent danger or serious harm to a student or others.

# Code of Conduct Summary (continued)

## **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 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.

# Code of Conduct Summary (continued)

## 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

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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.

## XIII. PUBLIC CONDUCT ON SCHOOL PROPERTY

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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;

## Code of Conduct Summary (continued)

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;
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 and Revised 2024

# 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**.

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## 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”:**

**P**ause and **P**onder (ask will this hurt me or hurt others?) **P**rior to **P**osting!  
**Once posted, it’s hard to take back.**

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**\*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 5) 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 2024–2025**

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 July 2022 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. 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](mailto: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 Special Education & Student 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.

# Monroe 1 BOCES Notification of Rights under FERPA, Notification Regarding Limited Disclosure of Directory Information and Notice of Disclosure to Military Recruiters

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“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 after the day the BOCES receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the Program Administrator a written request that identifies the records they wish to inspect. The BOCES will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request 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.

Parents or eligible students who wish to ask the BOCES to amend their child’s or their education record should write the Program Administrator, clearly identify the part of the record they believe should be changed, and specify why it should be changed. If the BOCES decides not to amend the record as requested by the parent or eligible student, the BOCES will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the BOCES discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. (See below.)

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Disclosures Without Prior Written Consent

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the BOCES to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The BOCES may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the BOCES has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the BOCES has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

A school official typically includes a person employed by the BOCES as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the BOCES would otherwise use its own employees and who is under the direct control of the BOCES with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))



Upon request, the BOCES discloses education records without consent to officials of another school or school district 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.

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the BOCES, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- If the information has been designated by the BOCES as "directory information" (if applicable requirements under § 99.37 are met). (§ 99.31(a)(11))

## Directory Information Notice

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The BOCES has designated the following information as directory information: name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, photograph/image, grade level, participation in officially recognized activities and sports, weight and height, honors, and degrees and awards received, and the most recent educational agency or institution attended.

The BOCES may disclose appropriately designated "directory information" without written consent if the BOCES determines the disclosure would not be harmful or an invasion of privacy if released, unless you have advised the BOCES to the contrary in accordance with its procedures. The primary purpose of directory information is to allow the BOCES to include information from your child's education records in certain school or BOCES publications. Examples include: social media, the annual yearbook, honor roll or other recognition lists, graduation programs, and activity sheets and information.

Directory information can also be disclosed to outside organizations without a parent's prior written consent, such as companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965, as amended to provide military recruiters, upon request, with the following information – 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.

BOCES by law will disclose directory information, including students' names, addresses, and telephone listings, to military recruiters upon request.

If you do not want the BOCES to disclose any or all of the types of information designated above as directory information from your child's education records without your prior written consent, you must notify the Student Admissions and Records Office, 41 O'Connor Road, Fairport, New York, in writing, prior to October 15 of this year.

Note: The BOCES is not responsible for media coverage of school events that are open to the public.

# 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 5500.
- (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.nysed.gov//data-privacy-security/student-data-inventory> 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

# 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 #1 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](mailto:lisa_ryan@boces.monroe.edu)

<b>Monroe One BOCES</b> <b>Request for Pesticide Application Notice – 2024-2025 SCHOOL YEAR</b>	
School Building:  Date:	Program:
Name:  Student Name:	Street Address:  City:                      State:              Zip Code:
Day Phone:  Evening Phone:	Email address:



**monroe one**  
EDUCATIONAL SERVICES

41 O'Connor Road  
Fairport, NY 14450  
(585) 377-4660  
[www.monroe.edu](http://www.monroe.edu)