

# OCM BOCES Student News



SEPARATE SUPPLIES



FREQUENT HANDWASHING



SOCIAL DISTANCING

## WELCOME BACK

### YOUR RETURN TO SCHOOL GUIDE

- What Students and Parents Can Expect in Our Schools
- Preparing Your Child for the School Year
- What Happens When a Student or Staff Member Tests Positive?
- Staying Informed: Updating Information for SchoolMessenger
- Required Notices for the Upcoming Year

*This publication features public notifications that federal and state laws require school districts to provide to students, parents, and/or the public each year.*

*For additional information, visit our website at [www.ocmboces.org](http://www.ocmboces.org).*

# Message to Families

## To our OCM BOCES Families:

It gives me great pleasure to welcome you to the start of the 2020-2021 school year. Our staff at OCM BOCES has worked especially hard to provide a safe and welcoming learning environment for all of our students. This newsletter provides important information about the changes that have taken place in our classrooms and in our daily routines to help all of us prevent the spread of the novel coronavirus. It also provides information about our OCM BOCES Code of Conduct, safety plans, and more.

This year, an exceptional year called for exceptional measures to get our students back in school for in-person instruction. I continue to appreciate your patience, support and partnership as we adjust to these new protocols in the year ahead. I realize this time of year can be exciting, but it can also be filled with worry and concern. Please know that we will help your students get well-acquainted with the safety measures in our schools while also focusing on their social-emotional health and their academic progress.

Please let us know of any questions or concerns as we continue this journey together. I hope you all have a safe, healthy and productive school year.

Sincerely,



Colleen Viggiano  
Deputy Superintendent  
OCM BOCES

## Inside This Issue

### Health & Safety

|                                   |   |
|-----------------------------------|---|
| General Safety Precautions .....  | 3 |
| Social Distancing .....           | 4 |
| Facial Coverings .....            | 5 |
| Helping Your Student at Home..... | 6 |
| Symptoms of COVID-19.....         | 6 |
| Daily Screening.....              | 7 |
| Confirmed or Suspected Cases..... | 8 |
| Staying Informed.....             | 9 |
| Remote Instruction .....          | 9 |

### Annual Notifications

|  |       |
|--|-------|
| Student Code of Conduct.....                             | 10-13 |
| Student Driving Policy .....                             | 14    |
| Student Cell Phone Use .....                             | 14    |
| Policy on Administering Medicine .....                   | 14    |
| Personal Property in School.....                         | 14    |
| Pesticide Notification .....                             | 15    |
| Safety Plan.....   | 16    |
| Notice to Parents Regarding<br>Student Information ..... | 17    |
| Protection of Pupil Rights .....                         | 18    |
| Notification of Policies/"Opt Out"<br>Provisions.....    | 19    |
| Asbestos Management Plans .....                          | 19    |



## NEWS & UPDATES

Find our full reopening plan and all the latest updates at:  
**[ocmboces.org/reopening2020](https://ocmboces.org/reopening2020)**

## What Students & Parents Can Expect in our Schools

### General Safety Precautions throughout the School Day

During the school year, OCM BOCES will take actions and promote behaviors that help reduce the spread of the novel coronavirus. This includes routinely cleaning and sanitizing spaces and high-touch surfaces; educating and encouraging students to do proper and frequent hand washing; requiring face coverings during the day; and implementing social distancing strategies across all programs. All of these measures fall under the recommended guidelines of the New York State Department of Health and the New York State Department of Education.

#### ■ **Cleaning & Sanitizing**

Schools will follow stringent disinfection and sanitization guidelines for school campuses, including classrooms, bathrooms and playgrounds. High-touch areas such as door knobs and tables will be cleaned several times a day.

#### ■ **Hand Washing**

All students and staff will be encouraged to wash or sanitize their hands regularly throughout the day. Handwashing stations with soap or hand sanitizer will be available in classrooms and other areas of the building.

#### ■ **Limited Sharing**

Schools will limit any sharing of supplies among students and disinfect between uses if sharing is unavoidable.

#### ■ **Face Coverings**

Face coverings are expected to be worn by staff and students. Students will be given frequent mask breaks throughout the day in safe and socially-distant areas. *Learn more on Page 5.*

#### ■ **Social Distancing**

Strategies to keep students and staff six feet apart and limit mingling will be used to help prevent the spread of the virus. *Learn more on Page 4.*

## EFFECTIVE HAND WASHING & EFFECTIVE HAND SANITIZING



Use **Soap & Water**

Wait for visible lather & wash for **20 seconds**

Dry with a **Disposable towel**



Use a sanitizer with at least **60% ethanol** or **70% isopropanol**

Apply enough that it takes **20 seconds** of rubbing hands together to dry

Source: Centers for Disease Control (CDC)

# Health & Safety Guidelines

## What Students & Parents Can Expect in our Schools

### Social Distancing

**Arrival and Dismissal:** Students will be greeted at their buses by a staff person. Students will be directed to remain six feet apart as they walk to an entrance. Multiple entrances will be used at each school when possible. A similar procedure will occur at dismissal.

**Desks:** Desks will be spaced six feet apart and face the same direction. Students will have their own supply containers and, when applicable, their own Chromebooks to use throughout the day.

**Student Groups:** Whenever possible, students will remain in groups, or cohorts.

**Specials:** For art and music, teachers will push into classrooms whenever possible. For physical education, students will go outside when the weather permits and remain 12 feet apart. When inside, students will exercise in designated spaces and remain 12 feet apart.

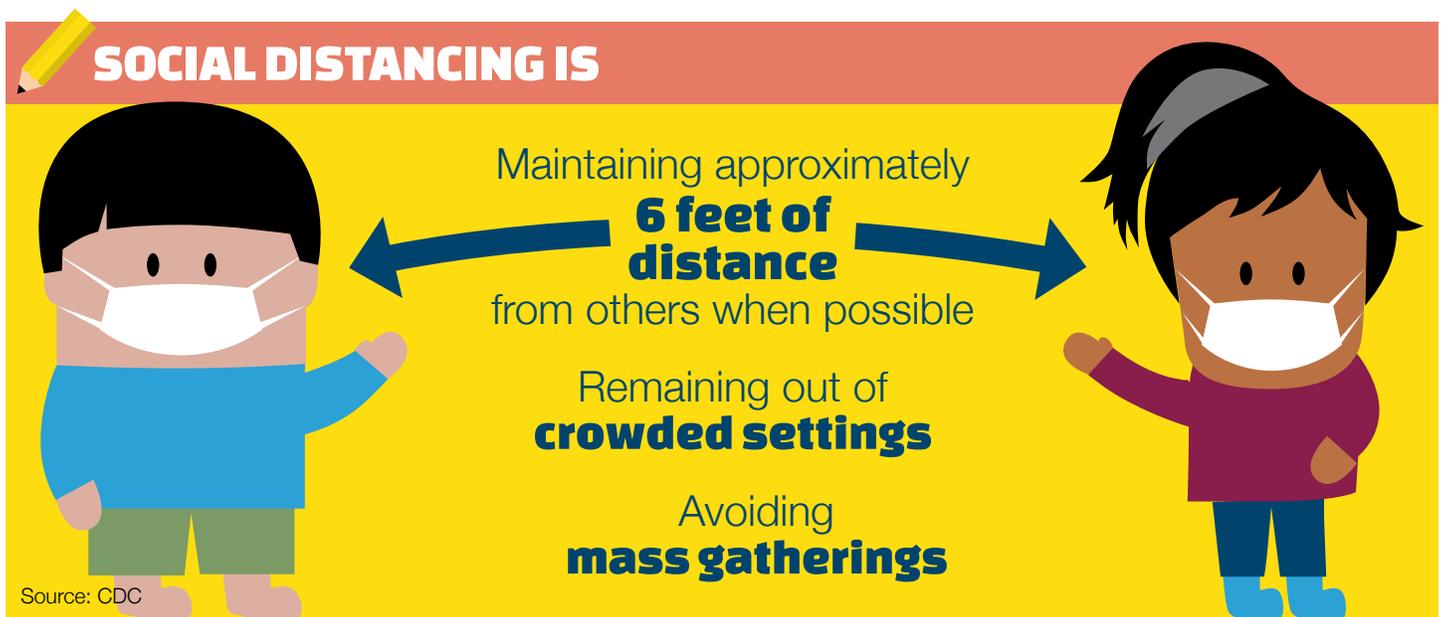
**Transitions:** Transitions will be staggered. When students walk in the halls, they will walk on the right side of the hall at six-foot intervals. Within our campus-based programs, colored floor tape includes arrows at six-foot intervals to assist students with this process.

**Breakfast, Lunch & Water:** Students will not need to wear masks while eating and drinking. For water, students should bring a water bottle to school. Students will have access to bottle-filling stations.

**Recess:** Students will be allowed on playgrounds at designated times with their cohorts. Playground equipment will be cleaned between use.

**Sickness:** Students and staff who are not feeling well will be isolated in a separate room to minimize contact with others. They will remain isolated until they can be picked up to go home and consult with a health care provider. *Learn more on Page 8.*

**Visitors:** Visitors to our buildings and classrooms will be limited.



## What Students & Parents Can Expect in our Schools

### Face Coverings

Because face coverings help prevent the spread of the novel coronavirus, students and staff at OCM BOCES will be expected to use face masks or face coverings in school. However, students will have regular mask breaks when it is safe to do so. We will also help students learn about the best practices for using a mask.

- Face masks/coverings should be provided by the student/family, but extra disposable face masks will be available at OCM BOCES for students who need them.
- Students who use reusable masks/face coverings should wear a different mask each day and wash them at home. We expect students to discard disposable masks after a single-day use.
- All face coverings should be appropriate for the school environment and fit snugly but comfortably on the face.
- Students should not share their masks with others.

Parents and guardians can learn more about proper face mask use through helpful videos found at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).



### AN EFFECTIVE FACE COVERING SHOULD



Fit snugly against the **side of the face**

Allow for **breathing without restriction**

Be secured with **ties or ear loops**

**Cover nose & mouth**

Include multiple **layers of fabric**

Be **laundered & machine dried** if reusable  
or **discarded each day** if disposable

Source: CDC

# Health & Safety Guidelines

## What Students & Parents Can Expect in our Schools

### Social Emotional Learning - Helping your Student at Home

At OCM BOCES, one of our most important back-to-school priorities will focus on the social and emotional wellness of our students, as well as acclimating them to the new routines in the classroom. As parents or guardians, you can help your student get ready for the changes they will experience at school. Here are some tips from school counselors:

#### TEACH KIDS

**Talk to your child** about the changes at school

Be **positive and reassuring**

**Model** and reinforce wearing face coverings, properly washing hands and staying six feet from others

Allow your child to **pick out face coverings** that are comfortable

Encourage your child to **ask questions** & communicate their feelings



### Keeping Your Child Home When They are Sick

It will be important for you, as parents and guardians, to make sure your child does not go to school when they are sick. The Centers for Disease Control and Prevention (CDC) keep an up-to-date list of symptoms of the novel coronavirus on its website. This list is not all-inclusive, as some individuals may display other symptoms or none at all. When in doubt, please consult with a medical professional if you think your child might have the virus. You can also find helpful videos at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).

### COVID-19 Symptoms Include

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue/Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion/Runny nose
- Nausea or vomiting
- Diarrhea

## What Students & Parents Can Expect in our Schools

### Multisystem Inflammatory Syndrome in Children (MIS-C)

In rare cases, a serious condition called Multisystem Inflammatory Syndrome in Children (MIS-C) has been associated with COVID-19 in children and youth. If a child shows any of the following symptoms, we recommend the child be referred for immediate follow-up with a health care provider:

- Fever (greater than 100 degrees)
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired
- Cough
- Sore throat
- Shortness of breath

### Screening for Students

- Parents/guardians are responsible for evaluating their child's health each day before sending them to school. These evaluations should be consistent with component school procedures.
- Daily temperature screenings will be administered to all students upon arrival.
- Informational materials regarding COVID-19 symptoms can be found on page 6 and at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).
- Students or staff members exhibiting symptom(s) during the school day will be sent to the school health office for assessment by the school nurse.
- Any student or staff member with a temperature of 100.0°F or greater should not be present in school.
- Screening questionnaires will be used to determine if an individual has experienced symptoms, been exposed to or tested positive, or traveled to a location on the state's travel advisory list.
- Parents/guardians of students exhibiting COVID-19 symptoms will be contacted to pick up their child and instructed to contact their health care provider. (Please be sure accurate contact information is on file.)
- It is essential that your child is picked up immediately for their own safety and the safety of others.
- A child who exhibits COVID-19 symptoms must be seen by a health care provider who will determine if a COVID-19 test is necessary.
- If a COVID-19 test is deemed not necessary by the health care provider, the child can return to school if they:
  - Have had no fever without the use of fever-reducing medications;
  - Have felt well for 24 hours; and
  - Have a doctor's note stating the student is cleared to return to school.



**More information can be found at**  
**[ocmboces.org/reopening2020](https://ocmboces.org/reopening2020)**

# Health & Safety Guidelines

## Confirmed or Suspected Case of COVID-19 at School

A student who shows COVID-19 symptoms during the school day will be moved to a specific room pre-designated for medical-related isolation until they can be picked up by a family member.

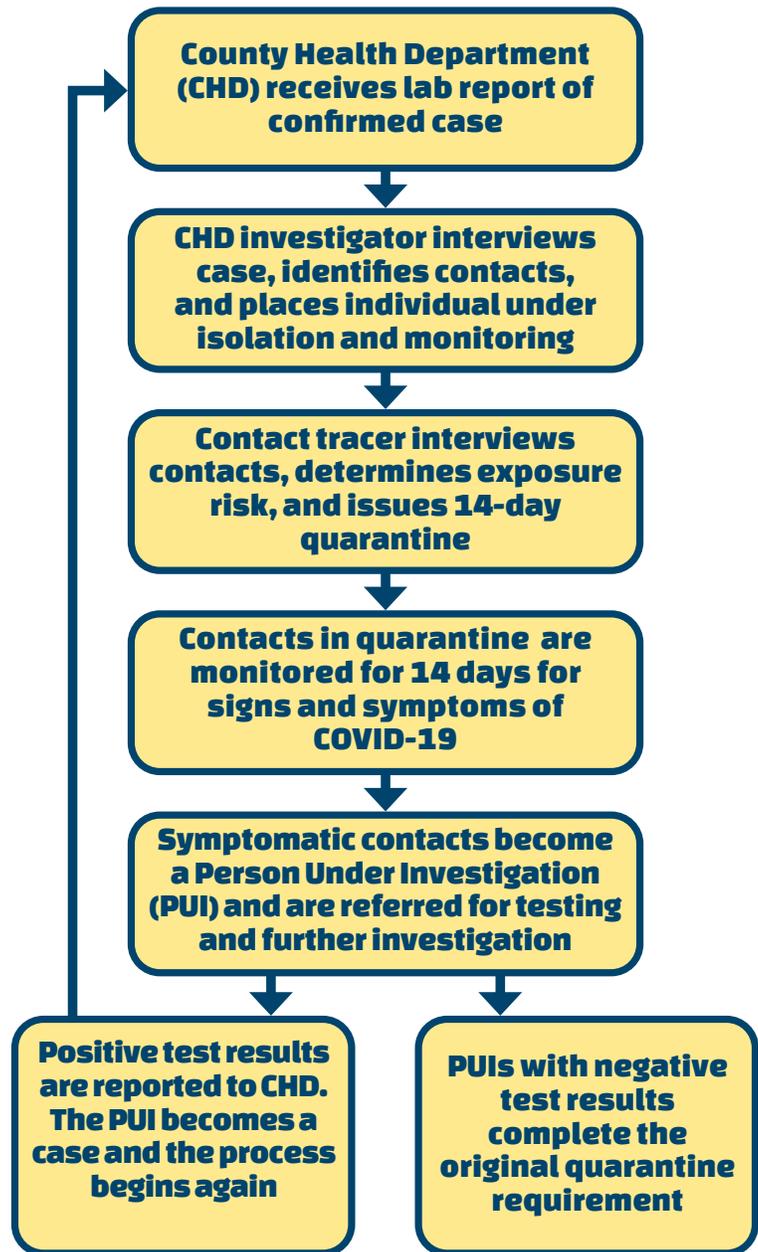
If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee will notify the local health department to determine what steps are needed for the school community. OCM BOCES will assist the health department in its efforts to do contact tracing.

Protocol for students who test positive:

- Student should stay home for at least 10 days after the onset of symptoms.
- At least 3 days have passed since the student had a fever without using fever-reducing medications.
- It has been at least 3 days since the student's symptoms improved, including cough and shortness of breath.
- Release from isolation and/or quarantine can only be granted by the local health department.
- Any decisions about school closures will be made in consultation with the local health department.



## County Health Department/Schools COVID-19 Student Contact Monitoring Process



A detailed OCM BOCES plan related to testing and contact tracing protocols can be found at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).

## Keeping You Informed - SchoolMessenger

OCM BOCES principals and other administrators will be using a tool called SchoolMessenger to keep you informed about important news and announcements during the school year. We will also be posting important news on a dedicated web page: [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).

In SchoolMessenger, parents and guardians can be reached through emails, texts and phone calls, depending on your preference. It is important to keep this contact information up-to-date.

If your contact information changes, please:

1. Contact your child's school or program administrator.
2. Update your information by filling out a Google form at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).



## Remote Instruction

OCM BOCES will be educating all students on instructional technology and using it daily so students will be prepared to use these resources if they are learning at home. In addition:

- There will be an expectation for substantial interaction daily between teachers and students.
- Attendance will be taken daily regardless of remote or in-person instruction as required by New York State Department of Education policy.
- Students will meet learning objectives and outcomes through a variety of digital platforms, depending on their program. Google Classroom, Zoom, Echo, Nearpod, Pear Deck and other approved interactive resources, as well as emails and phone calls, could be used to provide lessons and conferencing with teachers.
- The instructional objectives for remote instruction will mirror those for in-person instruction to ensure equity of learning.
- Students who are not in attendance will be contacted by the school to ensure their well-being and provide necessary support.
- If a student chooses remote learning, they must remain remote until their home district timeline allows for their return.
- Current remote instruction plans continue to be developed and will be communicated. The current plan can be found at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020).



# Code of Conduct

The mission of the Onondaga-Cortland-Madison BOCES is to develop and provide educational programs and services of the highest quality for school districts and the community.

## INTRODUCTION:

The following is a summary of the Code of Conduct adopted by the OCM BOCES. Each school district and BOCES Board of Education must adopt a Code of Conduct pursuant to the New York State Laws of 2000, popularly known as the S.A.V.E. law. In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. OCM BOCES has maintained a Code of Conduct for students and visitors for many years. This Code is a refinement of previous codes and was developed with the involvement of staff, students, parents and law enforcement agencies in our community. Much of what is in the Code is required under the S.A.V.E. legislation and is designed to ensure all students go to school in a safe, orderly and civil learning environment. Copies of the full code are available from any OCM BOCES program office upon request.

## Code of Conduct Summary:

■ **Section 1** contains legal definitions as required by the regulations.

■ **Section 2** puts into simple language the expectations for students' rights and responsibilities.

## Student's Rights and Responsibilities:

### It is the student's right:

1. To attend school.
2. To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
3. To be respected as an individual.
4. To express one's opinions verbally or in writing.
5. To dress in such a way as to express one's personality.
6. To be afforded equal and appropriate educational opportunities.
7. To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, disability, or any other legally protect status.
8. To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
9. To be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender/gender identity, sexual orientation, disability or any other legally protected status, by employees or students on school property or at a school sponsored event, function or activity.

### It is the student's responsibility:

1. To attend school daily, arrive on time and strive to do the highest quality work possible.
2. To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
3. To respect one another and to treat others in the manner that one would want to be treated.
4. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
5. To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6. To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
7. To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
8. To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
9. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment or discrimination. To report and encourage others to report any incidents of intimidation, harassment or discrimination.

■ **Section 3** outlines the responsibilities of essential partners in education. They are: parents, teachers, guidance counselors, principals, district superintendent, and Board of Education. In summary, it is the responsibility of these partners to support a safe, orderly, and civil learning environment for students.

■ **Section 4** outlines the “Student Dress Code.” Students are expected to dress in a manner which is safe, appropriate and not disruptive. Appropriate means clothing that is not extremely brief or revealing, vulgar, endorsing drug use, provocative, or denigrates others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other legally protected status. In addition, hats in school are prohibited unless specifically permitted by school officials.

■ **Section 5** lists prohibited student conduct. This list is not meant to be exhaustive but contains the most common violations.

## Prohibited Student Conduct

- Disorderly and disruptive conduct
- Insubordination
- Truancy
- Violent behavior
- Threatening behavior
- Illicit drug use, alcohol use, counterfeit and designer drug use, including synthetic cannabinoids, or possession
- Weapon use or possession
- Destroying property
- Harassment of any kind
- Use of any tobacco product or nicotine products
- Bus misconduct
- Reckless driving
- Academic misconduct (e.g. cheating)
- Unauthorized use of personal electronic equipment (cell phones, cameras, etc.)
- Cyberbullying
- Inappropriate use of technology
- Discrimination based on race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender or sexual orientation
- Misconduct off district property

■ **Section 6** lays out the requirements for reporting violations of the Code of Conduct.

## Reporting Violations

Any student observing a person possessing a weapon, alcohol, or illegal substance shall report this information immediately to a teacher or administrator. In addition, any person observing the intimidation, harassment or discrimination of a student, should make a report to the Dignity Act Coordinator.

### OCM BOCES Dignity Act Coordinators are:

|                             |  |              |
|-----------------------------|--|--------------|
| <b>Renaë Montroy</b>        | Reach & Choices at Crown Road Campus and Alternative to Homebound .....  | 315-453-4660 |
| <b>Gretchen Belanger</b>    | Innovation Tech.....   | 315-453-4473 |
| <b>Tara Powless</b>         | Deaf & Hard of Hearing Program, TEAM at Solvay UFSD and TEAM at LaFayette CSD.....   | 315-488-9034 |
| <b>Deb Wood</b>             | Career & Technical Education at Cortlandville Campus.....  | 607-758-5260 |
| <b>Beth Cooper</b>          | Transition SED Programs at Baldwinsville CSD, LaFayette CSD, Liverpool CSD, and West Genesee CSD .....                     | 315-362-2693 |
| <b>Julie Darmody-Latham</b> | K-6 Special Education Programs at Crown Road Campus .....  | 315-453-4409 |
| <b>Bryan Finlon</b>         | 9-12 Special Education Programs at Crown Road Campus .....   | 315-362-2693 |
| <b>Peter Hunn</b>           | Career & Technical Education at Thompson Road Campus .....   | 315-433-2234 |
| <b>Karen Koch</b>           | TASC, TEP and ADT Programs.....  | 315-453-4489 |
| <b>Jason Martin</b>         | 7-12 Turning Point, TEP at Cortlandville Campus .....  | 607-758-5240 |
| <b>Ryan Oyer</b>            | SKATE Programs and Transition Program at OCC.....  | 315-362-2690 |
| <b>Catherine Reeve</b>      | K-6 Turning Point, Stellata at Cortlandville Campus.....   | 607-758-5113 |
| <b>Cheryl Rogers</b>        | Special Ed Programs - STAR and SKATE - Homer CSD; TEAM - Cortland ECSD; Transition - SUNY Cortland; STAR - Tully CSD ..... | 607-758-5114 |
| <b>Josh Martin</b>          | Cortland Alternative School - Port Watson Street & TASC - Cortlandville Campus .....                                       | 607-758-9564 |
| <b>Danielle Poissant</b>    | 7-8 Special Education, Stellata at Crown Road Campus .....   | 315-453-4437 |
| <b>Amy Drumluk</b>          | Port Watson Street - Seven Valleys New Tech Academy .....  | 607-758-5130 |
| <b>Emily Behan</b>          | STARS Alternative High School and TASC at Thompson Road Campus .....   | 315-431-8400 |

# Code of Conduct

■ **Section 7** describes in detail the disciplinary procedures and penalties in the event a student is found to have violated the Code of Conduct.

The range of penalties are:

1. Warning
2. Notify parent
3. Conferencing
4. Student mediation
5. Restitution
6. Detention (where possible)
7. Suspension
8. Removal from BOCES program

Procedures for the imposition of these penalties are described. The key elements of all of these procedures are due process and parental involvement. Section 7 also covers teacher removal of a student, for cause, from their class. Teachers may remove a student for up to two days if the teacher determines the student is interfering with the education of others. If the student is not posing a danger or continuing to be disruptive, the teacher must tell the student, before removal, the reasons for the removal and provide the student an opportunity to present his or her version of the relevant events. The teacher must complete a removal referral form and meet with the program supervisor before the end of that day or as soon as possible. Within 24 hours of removal, the supervisor must notify (if possible) a parent by telephone and in writing of the removal, reasons for the removal, the steps being taken to correct the problem, and the right of the parent to an informal meeting within 48 hours of the student's removal.

Certain violations are considered so serious as to warrant immediate removal and possible suspension for up to one year. They are:

- Bringing a weapon to school or to a school function.
- Committing a violent act in school or at a school function.
- Making threats in or out of school related to the school, its students or staff.
- Possessing, being under the influence, using or selling alcohol or illegal substances at school or school functions.

■ **Section 8** describes the remedial responses to violations of the Code of Conduct.

■ **Section 9** describes the requirement for alternate instruction when a student is removed from instruction for any reason.

■ **Section 10** details the requirements for discipline for students with disabilities. Students with disabilities have no more or less rights than students without identified disabilities. The main safeguard for them is that they may not be disciplined if the cause of their violation of the Code of Conduct is their disability. Therefore, safeguards have been put in place to ensure that the rights of students with disabilities are protected. However, whenever the health or safety of students or staff is in doubt, the student will be removed and due process will be carried out with due diligence. For information on the range of protections for students with disabilities, see the complete Code of Conduct or talk to the Special Education Chairperson in your school district.

■ **Section 11** addresses corporal punishment. Corporal punishment of any student by any district employee is strictly forbidden. The only occasion where an OCM BOCES staff member may use physical force is to restrain a student if, in the judgment of the staff member, that student presents a danger to themselves, others, or property.

■ **Section 12** deals with student searches and interrogations. Any property of BOCES including lockers, desks, computers, etc., can be searched at any time and for any reason. Students should have no expectation of privacy in spaces they are using which are the property of BOCES. BOCES may, at any time, screen all students and visitors entering BOCES facilities for contraband, including drugs and weapons. BOCES may use approved metal-detecting devices to determine if there is reasonable suspicion to search the individual seeking admittance. Belongings may be searched if there is a reasonable suspicion that the individual possesses contraband or weapons.

■ **Section 13** describes the rules applying to visitors of any of the BOCES facilities.

■ **Section 14** describes the rules governing public conduct on school property as follows.

## Prohibited Visitor Conduct:

No person either alone or with others shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or remove district property.
3. Disrupt the orderly conduct of classes.
4. Distribute or wear obscene or otherwise inappropriate garments or materials.
5. Intimidate, harass, or discriminate against any person on the basis of a persons' actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sex, sexual orientation, disability, or any other legally protected status.
6. Enter the BOCES without proper authorization or remain after closing.
7. Obstruct the free movement of anyone where this code applies.
8. Violate the traffic laws.
9. Possess, consume, sell, distribute or exchange, alcoholic beverages, controlled substances or be under the influence of either.
10. Possess or use firearms or other weapons except for law enforcement officers.
11. Loiter.
12. Gamble.
13. Refuse to comply with any lawful order of an identifiable BOCES official performing their duties.
14. Willfully incite others to commit acts prohibited by this code.
15. Violate any laws while on BOCES property.
16. Smoke or otherwise use any tobacco product and nicotine products.

Persons who violate this code will be asked to leave the BOCES premises, and when a law has been violated, local law enforcement will be notified.

■ Section 15 describes in-service education programs for all staff members.

■ Section 16 describes the procedures for distributing this Code to the students, staff, parents of students and the community.

The procedures are:

1. Provide the Code Summary and an explanation to students at the start of each school year.
2. Mail the Code Summary to the parents of students at the start of each school year.
3. Provide all teachers and staff with the Code of Conduct and training in the administration of the Code at the start of each school year.
4. Make copies of the summary and full Code available upon request in all program offices.
5. Post the Code of Conduct on the website.

NOTE: Any time there is reason to believe a law has been violated at OCM BOCES by any student, employee or visitor, the appropriate law enforcement agency will be notified without delay.

## For information or copies of the Code of Conduct, please contact:

### Adult Education

Onondaga & Cortland .....315-453-4455

### Innovative Education

Reach/Choices .....315-453-4660  
Cortland Alternative School.....607-758-9564  
STARS/TASC .....315-431-8400  
Seven Valleys New Tech Academy.....607-758-5130  
Innovation Tech .....315-453-4473

### Career and Technical Education

Thompson Road Campus .....315-433-2635  
Cortlandville Campus, McEvoy Building.....607-758-5260

### New Vision

Onondaga .....315-433-2635  
Cortland .....607-758-5260

### Special Education

Deaf and Hard of Hearing .....315-488-9034  
TASC (North) .....315-453-4489  
ADT .....315-453-4489  
Cortlandville Programs, McEvoy Building .....607-758-5241  
SKATE (North).....315-362-2690  
TEAM, Stellata & STAR Program (South) .....607-758-5114  
TEAM Program (North).....315-488-9034  
Crown Road Campus Programs.....315-453-4446  
District-Based Classrooms .....315-362-2694

# Notifications

## Personal Property in School

It is strongly suggested that students leave money, electronic devices, and other valuable personal items at home. OCM BOCES is not responsible for any student's personal property.

## Student Driving Policy

Students are allowed to provide their own transportation to BOCES programs if approval is given from the home school district, parent/guardian, as well as the BOCES administrator. Students using vehicles on BOCES property shall obey all traffic regulations of the State and of BOCES. Student parking shall be allowed only in authorized places. Driving to BOCES programs is a privilege for students and may be revoked by a BOCES administrator or home school district administrator at any time if deemed appropriate.

## Student Cell Phone/Electronic Devices Use in School

OCM BOCES is committed to maintaining a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience, and expand their global learning opportunities. During instructional times, with the permission of the teachers and administrators, students may be allowed to use their personal technology for approved classroom activities including research, career development, communication with experts, as well as other activities deemed appropriate by school staff. Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use. Unauthorized use of cell phones and electronic devices that interferes with or causes disruptions to the educational process will result in the confiscation of such technologies and student discipline.

## Policy on Administering Medication

Students who are required to take medication during school hours must provide the building administrator with a written and signed parental/guardian request accompanied by written authorization by a licensed physician in the form of the doctor's written prescription. These documents shall be on file with the school authorities. Medication is to be brought to the office in its original labeled pharmacy container and stored in a locked cabinet.

Procedures for taking medications off school grounds or after school hours while participating in a school-sponsored activity will be in accordance with State Education Department Guidelines.

The State Education Department stipulates that no medication is to be given without a doctor's order. This includes all over the counter medications, such as aspirin, etc. Staff members are not to dispense their own personal medication to students at any time.

## Parent Notification Regarding Photos

During the school year, your child may have the opportunity to have his or her photo taken, video image and voice recorded, and/or art and written work published in connection with an OCM BOCES activity or program. Your child's photo (image), school work and/or name may be published in local newspapers, posted (displayed) on the OCM BOCES internet site, or used by the requesting organization (local TV or print media) for programming, i.e., backup and their news stories. If you DO NOT want your child's picture, name or schoolwork to be used in newspaper articles, video, and/or publications, including our OCM BOCES website, please inform your school principal in writing.

## Non-Discrimination Policy

OCM BOCES does not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, or disability in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment. The BOCES is in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Inquiries regarding OCM BOCES' Non-Discrimination Policy should be directed to the Civil Rights Compliance Officer:

Mr. Joseph Bufano, Esq., Human Resources Director/School Attorney  
Onondaga-Cortland-Madison BOCES  
110 Elwood Davis Road  
Liverpool, NY 13088  
(315) 433-2631

OCM BOCES does not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, or disability.

## Pesticide Notification

The use of pesticides on school properties has continued to gain attention from a variety of groups, agencies and individuals. At Onondaga-Cortland-Madison BOCES (OCM BOCES), we want you to know we do not take any pesticide application lightly. It is our policy to practice Integrated Pest Management (IPM) to protect our students and property from unwanted pests. As you know, pests carry and spread disease, contaminate food, bite or sting, and cause property damage. Keeping vermin out of our buildings is important to help ensure the safety of our students and the protection of our property. The practice of IPM helps us to balance our objectives of keeping pests a safe distance away while limiting the use of pesticides.

The New York State Pesticide Neighbor Notification Law requires we notify you that pesticides may be used periodically throughout the school year. It is our intent to use only pesticides from the exempt list for any application. However, should we find it necessary to use other pesticides, the law also requires we maintain a list of any parent (guardian) or staff member who wishes to receive 48 hour advanced notice when a non-exempt pesticide is intended to be used. If you wish to have your name added to the 48 hour advance notification list, simply complete the form below and return to OCM BOCES Facilities, Maintenance and Operations Building, Thompson Road Campus, P.O. Box 4754, Syracuse, NY, 13221. Your name will then be maintained on the list for this school year. If you desire to be on the list during the next school year, you will need to resubmit your request. If you have any questions or need further information about the use of pesticides at this school contact: John Wisniewski, Director of Facilities, (315) 433-2644.

Complete the following ONLY if you wish to be on the 48 hour advanced notice list.



I certify I am a parent/guardian of a student at OCM BOCES. Please add my name to the 48-hour advanced notification mailing list for the use of non-exempt pesticides when required by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

School/Campus Child Attends or Work Location: \_\_\_\_\_

# Safety Plans

Please take notice that the Safe Schools Against Violence in Education Act (Project S.A.V.E.) requires all New York School districts and BOCES to adopt district-wide and building-level safety plans.

Onondaga-Cortland-Madison BOCES has adopted a BOCES-wide plan and a building-level plan for each of the BOCES sites, as required by Project SAVE.

The BOCES-wide plan may be viewed on our website at [ocmboces.org](http://ocmboces.org) on the Health & Safety page. Building-level plans are confidential and not subject to public release.



## Summary of the BOCES-wide plan

The BOCES-wide plan contains policies and procedures for responding to threats of violence or acts of violence by students, staff and visitors; prevention and intervention strategies; policy and procedures for contacting law enforcement officials, parent/guardians, and emergency responders in the event of an incident; policies and procedures regarding school building security; protocols for responding to incidents; and strategies for improving communication and the reporting of potential incidents.

## Summary of the building-level plans

Each building-level plan contains policies and procedures for the safe evacuation of students, staff and visitors in the event of an incident; designation of an emergency response team; establishment of internal and external emergency communications; definitions of a chain-of-command; and procedures for conducting drills and for review of the plan.

Copies of the BOCES-wide plan are available upon request at the office of the District Clerk in the Administration Building located at 110 Elwood Davis Road, Liverpool, NY.



## Student Records

The Onondaga-Cortland-Madison BOCES (OCM BOCES) shall comply with the provisions of the “Family Educational Rights and Privacy Act of 1974.” Under its provisions, parents of a student under eighteen (18), or eligible students, have a right to inspect and review the education records of the student.

“Education records” means those records directly related to a student and are maintained by OCM BOCES or by a party acting for OCM BOCES.

“Parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Non-custodial parents are granted full rights under the Act unless OCM BOCES has been provided with evidence of a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

“Eligible student” means a student who has reached 18 years of age or is attending an institution of postsecondary education.

Under FERPA, unless otherwise exempted in accordance with law and regulation, the BOCES may release personally identifiable information contained in student records only if it has received a “signed and dated written consent” from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person’s approval of the information contained in the electronic consent.

## Challenge to Student Records

Parents or eligible students shall have an opportunity for a hearing to challenge the content of the school records, to ensure the records are accurate and not in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of inaccurate, misleading, or otherwise inappropriate data contained therein.

## Student Directory Information

The BOCES shall annually inform parents or eligible students of their right to refuse the release of student directory information and indicate a time period for their response. Following such notice and a reasonable response period, the BOCES may release such information to an outside group without individual consent. In certain instances, directory information may be transmitted via electronic means.

In accordance with the Family Education Rights and Privacy Act (FERPA), OCM BOCES has designated student directory information as the following: name; address; telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; degrees and awards received; electronic mail address; photograph; and the name of the educational agency or institution most recently previously attended by the student.

The release of student directory information is not to be confused with the release of secondary school students’ names, addresses and telephone listings to Military Recruiters (Policy #6481 – Military Recruiters’ Access To Secondary School Students and Information on Students). In compliance with the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 (NCLB), the National Defense Authorization Act and in accordance with FERPA, the BOCES shall comply with the request by a military recruiter for this information unless a parent has “opted out” of providing such information.

Parents/guardians and eligible students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by OCM BOCES to comply with requirements of FERPA.

Complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, Southwest  
Washington, DS 20202-4605

## Ed Law 2d - Data Privacy and Security

OCM BOCES and the New York State Education Department are committed to promoting sound information practices and policies that will strengthen data privacy and security, empower parents with information, and advance efficient and effective school operations. Please visit [ocmboces.org](http://ocmboces.org) and click on “Required Notices” in the footer for more information about data privacy and security practices outlined in Ed Law 2d.

# Protection of Pupil Rights

The Protection of Pupil Rights Amendment (“PPRA”) affords parents and students who are 18 years of age or older or emancipated minors (“eligible students”) certain rights with respect to the conduct of surveys, analyses, or evaluations that are funded in whole or in part by the United States Department of Education (“DOE”). These rights include:

The BOCES shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the BOCES shall obtain prior written parental/guardian consent before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information concerning:

- a) Political affiliations or beliefs of the student or the student’s parent/guardian;
- b) Mental or psychological problems of the student or the student’s family;
- c) Sex behavior or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of other individuals with whom respondents have close family relationships;
- f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g) Religious practices, affiliations, or beliefs of the student or student’s parent/guardian; or
- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians have the right to inspect, upon request, a survey created by a third party (i.e., by a party other than the DOE) before the survey is administered or distributed by the school to a student. Requests by parents/guardians to inspect such surveys are to be submitted, in writing, to the Building Principal or Special Education Administrator at least 10 days prior to the administration or distribution of any survey. The BOCES shall grant a request by the parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received by the BOCES.

Arrangements shall be provided by the BOCES to protect student privacy in the event of the administration or distribution of a survey to a student containing one (1) or more of the following items (including the right of the parent/guardian of the student to inspect, upon request, any survey containing one (1) or more of such items):

1. Political affiliations or beliefs of student toward the student’s parent/guardian;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within 30 days after such request is received by the BOCES. Requests shall be submitted by parents/guardians, in writing, to the Building Principal or Special Education Administrator. The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

BOCES does not permit the collection, disclosure, or use of personal information, defined as individually identifiable information including a student’s or parent/guardian’s first and last name; home address; telephone number; or Social Security number, collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), unless otherwise exempted pursuant to law as noted below. Questions regarding the collection, disclosure, or use of personal information collected from students for such marketing purposes may be referred to the District Superintendent.

This law is not intended to preempt applicable provisions of state law that require parental/guardian notification.

These requirements do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a) College or other postsecondary education recruitment, or military recruitment;\*

# Protection of Pupil Rights

- b) Book clubs, magazines, and programs providing access to low-cost literary products;
- c) Curriculum and instructional materials used by elementary schools and secondary schools;
- d) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public

- release of the aggregate data from such tests and assessments;
- e) The sale by students of products or services to raise funds for school-related or education-related activities; and
- f) Student recognition programs.

\*Military recruiter access to student information is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the National Defense Authorization Act for Fiscal Year 2002 (Refer to Policy #6481).

## Notification of Policies/“Opt Out” Provisions

The BOCES shall provide for reasonable notice an opportunity for parents/guardians to opt their child out of participation in the following activities:

- a) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- b) The administration of any survey containing one (1) or more of the eight (8) items of information listed in subheadings referencing DOE-funded surveys as well as non-DOE-funded surveys.
- c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school

in advance; and not necessary to protect the immediate health and safety of the student, or of other students. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, Southwest  
Washington, D.C. 20202-4605

## 2020 Notice of Availability: Asbestos Management Plans

As provided under the Asbestos Hazard Emergency Response Act (40 CFR 763), the Onondaga-Cortland-Madison BOCES (OCM BOCES) hereby makes known the steps it has undertaken to comply with AHERA and the availability of asbestos management plans.

1. In 1988, OCM BOCES contracted with the firm of O'Brien & Gere Engineers, Inc. of Syracuse, NY to survey our buildings and construct a management plan for each of our facilities. Mandatory re-inspections have been performed every three years since then. The last re-inspection was conducted in June 2019. Management plans for applicable facilities were updated accordingly.
2. The re-inspection information was submitted to the State Education Department as required.
3. Periodic surveillance is conducted on a six-month cycle.

4. The Maintenance and Operations staff have completed an Awareness Training program.
5. All response actions taken are within Federal and State guidelines.

AHERA Management plans may be viewed by appointment at the Thompson Road Administration Building, Health, Safety and Risk Management Office during the hours of 8 a.m. – 4 p.m.

For additional information or appointment, please contact:

Ken Waldby, Coordinator of Health & Safety  
Onondaga-Cortland-Madison BOCES  
Thompson Road Campus  
Operations & Maintenance Building  
Syracuse, NY 13211  
(315) 431-8591

# ***Recovering, Rebuilding, Renewing***



**Videos of our modified classrooms & other helpful resources to prepare you and your child for school can be found at [ocmboces.org/reopening2020](https://ocmboces.org/reopening2020)**

## **Questions?**

**Please contact your school or OCM BOCES program principal or administrator if:**

- **You have any questions or concerns**
- **You need to update your contact information**

***We hope you all have a healthy and productive year!***

### **OCM BOCES Board Members**

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