



2019 Regional Summer School Program

July 9 - August 14

(No school July 19, July 26, & August 2)

6-Day Regents Review August 5-12

(TO BE HELD AT SPENCERPORT HIGH SCHOOL & GREECE ATHENA HIGH SCHOOL)

PARENT HANDBOOK

LOCATIONS

FOR INFORMATION PRIOR TO JULY 8, CALL 352-2414

SPENCERPORT HIGH SCHOOL

Edward Mongold, Summer School Principal
2707 Spencerport Road
Spencerport, NY 14559

Effective July 8–August 15

Office: 349-5297

Fax: 349-5296

GREECE ATHENA HIGH SCHOOL

Dr. John Clifford, Summer School Principal
800 Long Pond Road
Rochester, NY 14612

Effective July 8–August 15

Office: 966-2070

Fax: 581-8183

For students of the following component school districts

Brockport

Churchville-Chili

Gates Chili

Greece

Hilton

Holley

Kendall

Spencerport

Wheatland-Chili

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*These are summary documents of the comprehensive Code of Conduct and DASA Policy 6462. To view these in their entirety, please access the BOCES 2 Website at <http://www.monroe2boces.org> and click on the “Community” tab.

3) BOCES 2 POLICIES TO BE REVIEWED BEFORE SCHOOL. The following policies are relative to Regional Summer School and can be reviewed at <http://www.monroe2boces.org/BoardPolicies.aspx>

Alcohol, Drugs and Other Substances (Students) – Policy 6220
Complaints and Grievances By Students – Policy 6461
Sexual Harassment (Students) – Policy 6440
Smoking/Tobacco Use – Policy 4550
Student Records: Access and Challenge – Policy 6320, 6470

SCHOOL CALENDAR/DATES

First Day of Instruction: Tuesday, July 9 **No school 7/19, 7/26 & 8/2**

Three Week – Session A July 9 through July 24
 Three Week – Session B July 25 through August 12

Last Day of Instruction: Monday, August 12

Final Examination Dates: **Session A Courses: Wednesday, July 24**
Session B Courses: Monday, August 12
Local Tests: Monday, August 12
Regents Exams: Tuesday & Wednesday, August 13 & 14

Note: If a student is absent on the day a final test/assessment is given, that test cannot be made up or given on another day.

PLEASE BE ADVISED that if your student is taking either the ELL Math Clinic or the ELL Reading/Writing Clinic, this is a **4-week class**. The first day of instruction is **Tuesday, July 9 and the last day of instruction will be Thursday, August 1**. Students will receive a midterm report and a final progress report. Grades will not be assigned,

SCHOOL HOURS/DESIGNATED DISTRICTS

	Spencerport High School	Greece Athena High School
Remedial Courses (For students who have previously taken the course)	Period 1 8:00-10:00 Period 2 10:05-12:05	Period 1 8:00-10:00 Period 2 10:05-12:05
New Courses and Review Sessions	8:00-12:05	8:00-12:05
Districts	Brockport Churchville-Chili Gates Chili Holley Kendall Spencerport Wheatland-Chili	Greece Hilton

NOTE: Pending enrollment, some courses may only be offered at one location. Parents and school districts will be notified of any changes.

Summer School class schedules will be mailed by July 5. Specific course period and/or session requests cannot be guaranteed but every effort will be made to fulfill any requests.

In the event of an emergency closing, the announcement to cancel Regional Summer School will be broadcast on the official radio stations: **WRMM** (101.3 FM), **The ZONE** (94.1 FM), **WCMF** (96.5 FM), and **98PXY** (97.9 FM), **WBEE** (92.5 FM), **The BUZZ** (98.9 FM), **WDKX** (103.9 FM), and **WHAM** (1180 AM).

GRADING/COURSE CREDIT

Midterm grades for the six-week courses will be calculated at the end of the day **Wednesday, July 24**, and mailed to parents/guardians.

Midterm grades for Session A will be calculated at the end of the day on **Monday, July 15**, and mailed to parents/guardians.

Midterm grades for Session B will be calculated at the end of the day on **Thursday, August 1**, and mailed to parents/guardians.

Midterm progress reports for the ELL Math or Reading/Writing clinics will be completed at the end of the day on **Wednesday, July 17**, and mailed to parents/guardians.

Six-week grades, Session A & B grades, final test grades, and the final progress reports for the ELL clinics are due by the end of the day Thursday, August 15. Report cards will be mailed to students by **Tuesday, August 20**.

BOCES does not award credit. The home school will make the determination whether a student passes or fails and will award credit accordingly.

****PLEASE NOTE: Once summer school ends, questions regarding a student's grade(s) must be handled through the home school district.**

STUDENT ATTENDANCE

Students are expected to attend all classes. If a student is absent or late, a written excuse is needed from the parent/guardian. Students absent more than **three** days will be dropped from summer school. However, the home school district reserves the right to make an exception to the minimum requirement below based on extenuating circumstances. Parents should call the home school directly to explain these circumstances.

Staff are not expected to give make-up quizzes or tests to students but may allow students to make up work. The summer school attendance policy is below.

REGIONAL SUMMER SCHOOL ATTENDANCE POLICY

During the school year the home district awards course credit based on criteria that includes certain attendance requirements. As a result, each school district applies its own attendance requirements necessary for receipt of course credit. However, during the Regional Summer School program all districts participating in the BOCES program agree that BOCES requirements of attendance governs, not the home district's. This means after a certain number of absences the student will be dropped from the Regional Summer School program jeopardizing the receipt of course credit. The following is the minimum attendance requirement for the Regional Summer School program, and a student will be considered in attendance if:

- (a) Physically present in the classroom or working under the direction of the classroom teacher;
- (b) Working pursuant to an approved independent student program; or
- (c) Receiving approved alternate instruction.

Students taking credit-bearing courses must not exceed three (3) absences, otherwise the student will be dropped from enrollment. An excused absence where student successfully makes up work will not affect the receipt of course credit but will still be recorded as an absence.

TRANSPORTATION (DROP OFF / PICK UP)

For students requiring transportation to summer school, parents will need to contact their school district's transportation office regarding the location and times for student pick-up and drop-off. If told that your school district is not providing transportation, the parent and/or student is then responsible for transportation to/from summer school. Students should arrive no earlier than **ten** minutes before school begins and be picked up no later than **ten** minutes after school ends.

STUDENT DRIVING/PARKING INFORMATION

Students who wish to drive are required to complete the Driving Consent Form. This form is included in this packet and will also be available in the Summer School office. All consent forms must be completed and signed by a parent or guardian and returned on the first day of class for the student.

Spencerport High School

Spencerport High School is located at 2707 Spencerport Road in Spencerport. Student parking is located in the rear of the High School, behind the Pool area past the bus loop. Parking is not allowed in the bus loop.

Enter the parking lot via the access road (Wilson Rd.) located between the High School and the Middle School. Proceed past the High School and bus loop on your left, and then turn left into the parking lot.

Greece Athena High School

Greece Athena High School is located at 800 Long Pond Road, Rochester 14612. All student parking will be in the back lot at Greece Athena behind the tennis courts located at the end of the main drive in the rear of the campus. The main rear lot closest to the building is reserved for summer school staff, Athena staff, and other district programs.

Parking is forbidden in the front loop of the high school by the auditorium. The student drop-off area will be in the main rear parking lot. It will be marked by cones and security will be present to move traffic along. Parents picking up their children at the 12:05 dismissal should park in the lot in the front of the building closest to Long Pond Road. Security will be present to cross students into the lot. Please do not park or stand on the side of the roads while on campus as this contributes to congestion and is unsafe for students to wander into traffic to reach the vehicle. Your assistance is greatly appreciated.

SCHOOL NURSE

A school nurse will be available for student emergencies and/or medical needs. If your student requires medication and/or has medical concerns that need to be addressed, please contact the Summer School main office.

STUDENT FORMS

On the first day of school for your student, please return the following forms to the classroom teacher:

Student Code of Conduct	Driving Consent Form, if applicable
Emergency Contact Information Form	Technology Acceptable Use Form
Medical Treatment Release Form	

Opt Out Publicity Media Use of Student Image/Information and of Copyright Materials - *to be completed and returned only if opting out.*

These forms are attached to this packet.

STUDENT MATERIALS

Students should come prepared the first day of school with paper, folders and writing materials. Students will be informed the first day of class if additional supplies are needed.

REGENTS EXAMINATIONS

- All students **MUST** bring proper **PHOTO ID** on the day of the examination.
- Students should be in the classroom 15 minutes before exams begin.
- Food is **not** available on exam days. Students who are taking more than one exam will need to bring their own lunch.

EXAMINATION SCHEDULE for AUGUST 2019

Tuesday, August 13, 2019 8:30 AM	Wednesday, August 14, 2019 8:30 AM
Algebra I English Language Arts Physical Setting/Chemistry	US History and Government Physical Setting/Earth Science**
12:30 PM	12:30 PM
Global History & Geography II (New Framework) Transition Exam in Global History & Geography	Geometry Living Environment Algebra II

****PLEASE NOTE: EVERY STUDENT taking the Earth Science Regents exam MUST retake the Lab Performance Test. June Lab Performance scores CANNOT be used for the August Regents exam.** The Lab Performance Test will be available at the summer school sites between **August 5-12.**

PLAIN LANGUAGE SUMMARY OF THE DIGNITY FOR ALL STUDENTS ACT (DASA)

BOCES adopted and will review annually a policy on Dignity for All Students Act (DASA) or commonly referred to as the anti-bullying policy. The complete policy may be found on the BOCES website, policy #6462.

The policy explains that the Board is committed to providing an educational environment that promotes dignity, respect, and equality. The Board condemns and prohibits all forms of discrimination, harassment, hazing, bullying, and cyberbullying wherever they occur whether at a BOCES-owned or leased grounds or facilities, buses, BOCES-sponsored activities, programs, or work-based learning locations.

Bullying that occurs outside of BOCES that materially and substantially interferes with the operation of the school or program, or impinges on the rights of a student is prohibited and discipline could result.

The policy defines the terms discrimination, hazing, harassment, bullying, and cyberbullying in accordance with law. Discrimination is an act of denying benefits, rights, or equitable treatment because of a group or class in which that person belongs. Hazing is an induction or initiation process involving harassment or public humiliation and could involve discomfort or injury or ridicule. Harassment is the creation of a hostile environment by conduct, verbal threats, intimidation, or abuse that has the effect of unreasonably and substantially interfering with educational performance, mental, emotional or physical well-being, or cause a fear of safety. Bullying is a hostile activity that harms or induces fear through the threat of further aggression. Cyberbullying is harassment or discrimination, or hazing, or bullying through any form of electronic communication. The harassing/bullying behavior may be based on or perception of:

- Race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Disability
- Sex
- Sexual orientation
- Gender (including gender identity and expression)

Prevention

Bullying prevention programs will be integrated into classroom instruction through BOCES-wide training on warning signs of bullying and the responsibility to become actively involved in prevention of bullying before it starts.

Coordinators

A BOCES-wide Dignity Act Coordinator and a number of school-level Dignity Act Coordinators will be appointed to coordinate, implement, and review trends, investigate, track, and remedy allegations of bullying. The following people are designated as Dignity Act Coordinators:

<u>Name</u>	<u>Building</u>	<u>Phone</u>	<u>E-mail</u>
Tim Dobbertin	ESC	352-2415	tdobbert@monroe2boces.org
Edward Mongold	Spencerport HS	349-5297	emongold@monroe2boces.org
John Clifford	Greece Athena HS	966-2070	jcliffor@monroe2boces.org
Caroline Preston	Alcott Road Facility	966-4488	caroline.preston@greeccsd.org

Intervention

Intervention is an important step in preventing escalation and resolving issues at the earliest stages. Successful intervention may involve remediation, which includes measures to correct the behavior and prevent another occurrence. Staff is expected to refer students or intervene where bullying is suspected.

Provisions for not feeling safe at school

Students who do not feel safe at school lose the capacity to learn. Staff, principals/building administrators, and parents should work together to define and implement needed accommodations to help ensure student safety. This effort will be collaborative and handled individually.

Training

Training to support prevention and intervention will be reflected in the Annual Professional Development Plan, new teacher orientation, and in the curriculum.

Reporting and Investigation

Students, staff, and parents should report bullying behavior they have observed or experienced. Complaints will be documented, treated and handled in accordance with the DASA regulations or BOCES Code of Conduct. Staff is expected to report an incident of bullying even if the student did not complain. The results of an investigation should be reported to the complainant and accused who can appeal based on the procedures outlined in the DASA regulation 6462.

Disciplinary Consequences/Remediation

Disciplinary action including involving law enforcement if criminal conduct is involved will be in accordance with the Code of Conduct. A clear message needs to be given that bullying actions are wrong and the behavior must discontinue. The consequences will be unique to the individual incident and vary depending on the severity of the behavior, child's age, and student's history of problem behaviors.

Non-Retaliation

All complainants and those who initiate, testify, assist, report, or participate in the investigation of a complaint in conformity with state law and BOCES policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Dissemination, monitoring, review, and reporting

This policy will be reviewed annually. The Board will review the VADIR report annually with attention to bullying and may consider further action based on the data. A complaint form will be posted on the BOCES website. This plain language summary will be sent to parents in the parent packet and will be included in the Code of Conduct and posted on the BOCES website.

Plain Language Summary of the Dignity for All Students (DASA): Created May 2012, Revised February 2013, Reviewed April 2014, Reviewed May 2016, Revised May 2017, Revised May 2018; Reviewed February 2019
Code of Conduct: Revised February 2013, Revised April 2014, Revised April 2015, Revised May 2016, Revised May 2017, Revised May 2018, Revised April 2019

HIGH SCHOOL STUDENT CODE OF CONDUCT SUMMARY

ATTENDANCE

1. Students are expected to attend all **22** days of school.
2. **Students absent more than three (3) school days will be dropped from summer school. Extenuating circumstances will be reviewed by the home school district.**

TARDINESS

1. Students are expected to be in class on time.
2. Any unexcused incidents may result in a disciplinary referral.

STUDENT CONDUCT

1. Students are expected to act appropriately, be attentive, show respect for staff and fellow students, follow directions, and complete all assigned class work.
2. Discipline referrals may result in a **parent conference, out-of-school suspension, or dismissal** from summer school.

SCHOOL BUILDING

1. Students are **NOT** permitted to be in hallways or stairwells that are restricted or unsupervised.
2. Discipline referrals may result in a **parent conference, out-of-school suspension, or dismissal** from summer school.
3. During school hours, students are **NOT** allowed to leave the building without principal's permission.
4. Any student leaving campus without proper permission will **NOT** be allowed to return that day.
5. Students are not permitted to loiter on school property or grounds.
6. **No** student visitors are allowed.

PROHIBITED ITEMS

1. Radios, headphones, CD/MP3 players, iPods, hand-held games, pagers, cell phones, and any other electronic devices are not permitted during summer school.
2. Skateboards, roller blades, and Ripstiks are prohibited.

FOOD/DRINKS

1. Food/drinks are **NOT** permitted in the classrooms or hallways.
2. Bottled water can be allowed in the classroom, if permitted by the teacher.

SMOKING/NICOTINE

1. The use, possession, smoking of nicotine, tobacco and/or their products is **NOT** permitted. This applies to the school building, school grounds, parking lot, school buses, and bus loading areas.
2. Violations will result in **out-of-school suspension or dismissal** from summer school.

FIGHTING/THREATENING/VANDALISM/VIOLENCE

1. Could result in **out-of-school suspension or dismissal** from summer school.
2. Restitution will be required for any damages.

POSSESSION, USE, DISTRIBUTION, MANUFACTURE, ETC., OF ALCOHOL, ILLEGAL SUBSTANCES, DRUG PARAPHERNALIA, SYNTHETIC SUBSTANCES, OVER-THE-COUNTER MEDICATIONS, PRESCRIPTION DRUGS, VAPORS, DABS & DAB PENS, E-CIGARETTES OR SIMILAR INSTRUMENTS

1. Could result in **out-of-school suspension or dismissal** from summer school.
2. If warranted, legal action will be pursued.
3. Possession includes on the person or in their belongings, on the bus or in their vehicle.

FIREARMS OR WEAPONS OR WHAT APPEARS TO BE A FIREARM OR WEAPON OR DANGEROUS INSTRUMENT (either in or on school property)

1. Will result in an **immediate dismissal** from summer school.
2. If warranted, legal action will be pursued.

DRESS/GROOMING

1. Swimwear, short-shorts/skirts, exposing body parts, hats, hoods, inappropriate sayings/photos on clothes (e.g., obscenities, firearms, weapons, sexually explicit, promotes drugs, alcohol, gang affiliation or nicotine), or clothing deemed disruptive or inappropriate is **NOT** permitted.
2. Students will be required to make the appropriate clothing changes in order to continue in class. If not, they may be sent home to make the necessary modifications in order to return to class for the remainder of the school day.

BUS

1. Students are expected to act in accordance with this Code of Conduct.
2. Bus transportation is a privilege and may result in being suspended from the bus.

DRIVING

1. Students are to park in the designated parking areas.
2. Misuse of vehicle on school property (speeding, not yielding to busses, loud music, violating a road rule) will result in loss of driving privileges and disciplinary referral.

HOSTILE ENVIRONMENT

1. Students may not harass, threaten, bully, or create a hostile environment through verbal threats or physical contact or via cyber use (cyberbullying, sexting) or use of any social media.

- Students who create a hostile environment will receive **out-of-school suspension** or will be **dismissed** from summer school.

ACADEMIC HONESTY

- Students are not allowed to cheat, copy, plagiarize, or change records.
- Academic honesty violations will result in **out-of-school suspension** or **dismissal** from summer school.

REPORTING

Students are expected to report any observed violations of this Code of Conduct.

CORPORAL PUNISHMENT

An act of physical force to punish a child is prohibited but emergency physical interventions are allowed in certain circumstances.

PINS

A PINS Petition (person in need of supervision) may be filed where appropriate, balancing against the fact that the program is of short duration.

CHILD PROTECTIVE SERVICES

BOCES officials as mandated reporters will report suspicion of an abused, maltreated, or neglected child. BOCES will follow procedure and assist Child Protective Services for interview(s) with a child and/or other means of inquiry about the child.

STUDENTS WITH DISABILITIES

Suspensions or discipline of students with a disability may be subject to procedural due process.

SEARCHES

- Students may be questioned or searched and criminal Miranda warnings do not apply. Police may question a student without parent presence but an attempt will be made to contact the parent before police questioning unless the police won't allow such contact.
- All BOCES and district equipment, supplies, property, computers, desks, etc., are not private and are subject to search at any time.
- BOCES reserves the right to use scanners in the search for a metal object if reasonable suspicion exists or for preventative use.

This is a summary of prohibited conduct and expectations outlined in the Code of Conduct. A complete list of prohibited conduct and expectations of staff, students, and parents can be found in the comprehensive Code of Conduct which is available for review in the Regional Summer School principal's office and online at <http://www.monroe2boces.org/CodeofConduct.aspx>

I have read all the information and policies for the Summer School Program. I understand these regulations and recognize that failure to comply will jeopardize my continuation in the summer program.

STUDENT NAME (please print): _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Please return this form on the first day of class for your student.

**Monroe 2-Orleans BOCES
2019 Regional Summer School Program
Driving Consent Form**

The Regional Summer School sites are under the jurisdiction of the school district, Monroe County Sheriff and local law enforcement. All persons using these facilities are subject to those laws. All vehicles must be registered through the summer school office. Unregistered cars may be towed at the owner's expense.

Driving Regulations:

- Follow all road rules
- Yield to busses
- Speed limit is 5 mph unless otherwise posted
- Park in student designated parking area only
- No parking in handicapped or fire lanes
- No reckless driving
- No loud music
- No leaving school grounds by car prior to leaving school for the day
- No returning to car after parking

I/we request permission for my son/daughter to drive to Regional Summer School. I/we understand that the Monroe 2-Orleans BOCES and Regional Summer School are **NOT** responsible and have no liability whatsoever for any motor vehicle accidents, injury, and/or personal property damage or loss resulting from any use whatsoever of the motor vehicles on BOCES owned or leased grounds. The Monroe 2-Orleans BOCES and Regional Summer School do **NOT** assume responsibility for any motor vehicle passengers. Students assume **ALL** responsibility for passengers in their vehicle authorized or unauthorized.

Being allowed to drive to Regional Summer School is a **PRIVILEGE** and is conditional upon proper and safe practices and abiding by the above driving regulations. Misuse of the vehicle or failure to follow the driving regulations will result in loss of driving privileges and disciplinary referral.

Student Name: _____ **DOB:** _____

Address: _____ **City:** _____ **Zip:** _____

Parent: _____ **Home Phone#:** _____

License Place #: _____ **Driver's License #:** _____
Exp. Date: _____

Make/Model of Vehicle: _____ **Year/Color:** _____

I/we hereby give permission for my child to drive to Regional Summer School.

Signature of Student _____
Date

Signature of Parent _____
Date

Please return this form on the first day of class for your student.

EMERGENCY CONTACT INFORMATION FORM

Please return this form on the first day of class for your student

2019 Regional Summer School Program

Student Name	<input type="text"/>	Home School	<input type="text"/>
Date of Birth	<input type="text"/>		

Parent/Guardian 1	<input type="text"/>	Primary #	<input type="text"/>
Relationship	<input type="text"/>	Mobile #	<input type="text"/>
Address	<input type="text"/>	Work #	<input type="text"/>
City, State, Zip	<input type="text"/>	Email	<input type="text"/>
Employer	<input type="text"/>		

Parent/Guardian 2	<input type="text"/>	Primary #	<input type="text"/>
Relationship	<input type="text"/>	Mobile #	<input type="text"/>
Address	<input type="text"/>	Work #	<input type="text"/>
City, State, Zip	<input type="text"/>	Email	<input type="text"/>
Employer	<input type="text"/>		

Student Primary Care Physician	<input type="text"/>	Phone #	<input type="text"/>
Address	<input type="text"/>		
City, State, Zip	<input type="text"/>		

EMERGENCY CONTACTS – will be contacted if parents cannot be reached and have permission to remove the student from school.

Name	<input type="text"/>	Relationship	<input type="text"/>	Primary#	<input type="text"/>
Name	<input type="text"/>	Relationship	<input type="text"/>	Primary#	<input type="text"/>

Date

Parent Signature

MEDICAL TREATMENT RELEASE

2019 Regional Summer School Program

I hereby give my permission for my son/daughter _____
(student name)

to receive emergency and/or non-emergency medical treatment in the event that I cannot be contacted and to provide consent for such treatment. I also give my permission for an antidote to be administered to my child, after medical consultation, in the case of accidental swallowing of poisonous substance(s).

Child's Pediatrician: _____ Telephone # _____

Address: _____

Hospital Preference
(if necessary): _____

Health Problems (if any) (please specify): _____

Medications (name, time, dosage): _____

Allergies (if any) (please specify): _____

Additional Comments: _____

Date: _____

Name of parent/guardian

Relationship (parent/guardian)

Signature of parent/guardian

Please return this form on the first day of class for your student.

Monroe 2-Orleans BOCES Student Technology/Internet Acceptable Use Rules

Student Technology/Internet Access Rules:

BOCES' mission is to provide quality educational services and support excellence and equity for all learners, which is in support of the New York State Learning Standards. We believe that the benefits for student access to the Internet far outweigh any potential risk. However, everyone should be aware that students who have Internet access may potentially and inadvertently encounter unacceptable resources as some sites might contain information that is inappropriate, pornographic, defamatory, inaccurate, or potentially offensive to some users.

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

- 1) Limit the use of telecommunications in school to the educational objectives established by my teacher(s).
- 2) Will NOT engage in any of the following:
 - Retrieve or send unethical, illegal, immoral, inappropriate, or unacceptable information of any kind.
 - Use abusive, insulting, harassing, intimidating, attacking, or bullying language or images of any type, including but not limited to swearing and name-calling.
 - Divulge my own or anyone's home address, home phone number or other personal information with another for any purpose and will report any requests of this kind to my classroom teacher, librarian, principal or supervisor.
 - Plagiarize information received in any form and will properly cite all materials.
 - Use another person's account.
 - Share my password with anyone else.
 - Download materials without the consent of my teacher(s) or school personnel.
 - Attempt to bypass security built into the system.
 - Interfere with, vandalize, or disrupt network users, services, traffic, equipment, or software
 - Use Internet access for illegal purposes of any kind.
 - Use Internet access to transmit threatening, obscene, vulgar, abusive, unlawful, pornographic, or harassing materials.
 - Use school computers to chat online, maintain social websites (MySpace, Facebook, etc.), send unsupervised or unauthorized E-mail or text messages.
 - Install any new software on any BOCES owned computers.
 - Violate copyright or any licensing or software agreement.
 - Violate any state or federal law in usage.
 - Use any electronic device during a New York State assessment and understand if I bring an electronic device to an assessment, it will be collected by the test proctor or BOCES staff prior to the start of the assessment.
 - Use any external devices (ex. USB-Drives, I-Pods/MP3s), on any BOCES owned computers.
 - Tampering, misusing, abusing, vandalizing, damaging, disabling or otherwise interfering with the operation of computers, computer systems, security measures, software or related equipment through physical action or by electronic means.

- Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- Employing the BCS for commercial purposes, product advertisement or political lobbying.
- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation, disability, age, genetic status, military status, or weight.
- Trespassing in others' files, folders or works.
- Downloading music.
- Using school resources for non-school activities.
- Using the Internet for harassing, bullying or demeaning others (commonly known as "cyber-bullying").
- Unauthorized access including "hacking."

3) I will abide by the licensing agreements for any school subscriptions and online databases, which require a user name and password.

4) I understand that only educational use authorized or supervised by my teachers or their supervisors is allowed.

BOCES reserves the right to access and view any material stored on BOCES equipment, or any material used in conjunction with the BOCES computer network.

BOCES reserves the right to monitor all Internet activity by students. Any violation of the foregoing guidelines or inappropriate use will be treated as a violation of the Student Discipline Code, and Code of Conduct, and shall be handled according to such discipline code. Any violation may also result in the loss of Internet privileges and any damages may result in financial liability. BOCES shall notify the appropriate legal authorities if there is suspicion of illegal activities. The system administrator, in cooperation with the Program Administrator, shall determine whether student conduct constitutes a violation of the guidelines and his/her decision shall be final.

BOCES makes no warranties of any kind, whether express or implied, for the Internet service it is providing. BOCES shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its services.

I have reviewed the above guidelines, and I understand and agree to the guidelines for computer/electronic/Internet use.

Student Name

Date

Student Signature

Date

Please return this form on the first day of class for your student.

**PARENTAL OPT OUT
PUBLICITY MEDIA USE OF
STUDENT IMAGE/INFO.
AND OF COPYRIGHT MATERIALS**

**PARENTAL OPT OUT FOR STUDENT INTERVIEWS, PHOTOGRAPHS, VIDEOTAPING,
AND/OR POSTING ON THE INTERNET**

During the year there are times when Monroe 2-Orleans BOCES or the outside media take photographs of and/or videotape our students and even interview our students. The photographs, videos, or interviews could be to publicize an activity or event or to honor student achievement. The student photo and/or interview may be used for Monroe 2-Orleans BOCES or external consumption in print and/or electronic form and/or on the Internet. Sometimes the print media simultaneously posts student interviews and/or pictures on its website.

If you do **NOT** wish for your child to be interviewed and/or your child’s photograph to be released/posted and/or his/her name released in print and/or electronic form and/or on the Internet, please sign and return the form below. Otherwise, their photo and/or name may be used in various media forms.

In addition, please know that the news media is legally entitled to take photos during events of public interest such as at a board meeting or at an athletic event or activity where students are present even if the parent has not granted permission.

I, as parent/guardian of my child, **WITHHOLD CONSENT** for my child to be interviewed and/or photographed by the Monroe 2-Orleans BOCES and used in print and/or electronic form. I understand that any outside news media may still take and use photos of my child at public events.

Student’s name

Parent or Guardian name

Parent Signature

Date

PARENTAL OPT OUT FOR BOCES USE OF STUDENT COPYRIGHTED MATERIALS

Students who create works such as a project or a work of art for art class own the copyright to that material. The Monroe 2-Orleans BOCES will use, display, duplicate, reproduce, or publish the work to promote the class, program, and/or student in print/audio/electronic formats as a royalty free non-exclusive, perpetual license to use such student-created work(s) without transferring copyright ownership to BOCES unless the parent signs this form.

I, as parent/guardian of my child, **WITHHOLD CONSENT** for my child’s copyright works to be used by Monroe 2-Orleans BOCES.

Student’s name

Parent or Guardian name

Parent Signature

Date

Complete and return this form on the first day of school for your student only if opting out.