

OCM BOCES Student News

Welcome Back to School!



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2019-20 OCM BOCES *Goals*

Literacy: Improve the literacy of students in BOCES student programs and in the supervisory district by establishing a culture that supports literacy.

Student Programs: Develop and enhance programs for students that prepare them for the skills they will need for post-secondary education, military service, training or the workforce.

Financial Sustainability: Plan for long-range fiscal health of the organization.

Leadership: Assist area leaders with the implementation of changing standards, assessments, data, and evaluation practices.

Technology: Develop a seamless approach to the use of technology by staff and students that improves learning and work.

Regionalized Services: Engage districts and other approved agencies in the development and use of regionalized services.

Facilities: We will have state-of-the-art facilities that meet the present and future needs of the organization.

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.



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.

Code of Conduct *(Continued)*

■ **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:

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

Code of Conduct *(Continued)*

■ **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.

Code of Conduct *(Continued)*

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, contact the appropriate office listed in the following column:

Adult Education (Onondaga & Cortland)315-453-4455

Innovative Education

Reach/Choices315-453-4660

Cortland Alternative School.....607-758-9564

STARS/TASC315-431-8400

Seven Valleys New Tech Academy.....607-758-5130

Innovation Tech315-453-4473

Career and Technical Education

Thompson Road Campus315-433-2635

Cortlandville Campus, McEvoy Building.....607-758-5260

New Vision

Onondaga315-433-2635

Cortland607-758-5260

Special Education

Deaf and Hard of Hearing315-488-9034

TASC (North)315-453-4489

ADT315-453-4489

Cortlandville Programs, McEvoy Building607-758-5241

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 Classrooms315-362-2694



Pucker up! Students at the Cortlandville Campus were moo-tivated in a unique way by their administrators and staff. For signing up and doing well on the Scholastic Math Inventory and the Scholastic Reading Inventory tests, the students got to watch their administrators kiss a cow. Pictured are the administrators with their bovine friends.

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 a school district activity or program. Your child's photo (image), school work and/or name may be published in local newspapers, posted (displayed) on the District's 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 District publications, including our District's 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, 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 box 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: _____



Pictured are students from the OCM BOCES Career and Technical Education programs at Thompson Road and Cortlandville being inducted into the National Technical Honor Society.

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 on the Health & Safety page. Building-level plans are confidential and not subject to public release.

Following is a 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.

The following is a 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.

Notice to Parents Regarding Student Information

Student Records

The Onondaga-Cortland-Madison 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 Onondaga-Cortland-Madison BOCES or by a party acting for Onondaga-Cortland-Madison 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 Onondaga-Cortland-Madison 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), Onondaga-Cortland-Madison 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



Be our guest! Students in the Cortlandville campus CTE Culinary Program work to prepare the meal for the OCM BOCES Annual Meeting, held on April 3, 2019.

The Protection of Pupil Rights Amendment

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.

The Protection of Pupil Rights Amendment *(Continued)*

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;*
- 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 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after making any substantive changes to such policies. 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

2019 Notice of Availability: Asbestos Management Plans

As provided under the Asbestos Hazard Emergency Response Act (40 CFR 763), the Onondaga-Cortland-Madison Board of Cooperative Educational Services 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:

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



Google Apps for Education

It is critical to prepare our students for life beyond the classroom. This means that as leaders and educators, we must be forward thinking and prepared to evolve our teaching methods as technology advancements develop. We are excited to share that OCM BOCES is on the forefront of the evolving digital learning environment as we continue to integrate Google Apps for Education into our programs.

Google Apps for Education provides a powerful, free, online platform that is a good fit for achieving learning goals. It is an integrated communication and collaboration solution, hosted by Google and managed by OCM BOCES. It will provide the ability for students, faculty, and staff to communicate, store

files, and collaborate in real time from school, work, or home, all within a secure online environment.

Student in grades 7-12 who participate in an OCM BOCES program will be provided with a BOCES-managed Google account with email access. Students will be trained in school about proper email etiquette as well as online and email safety. Your student's email account will allow them to communicate with other students to collaborate on projects and will allow a line of communication between students and teachers that otherwise would not be available. If you do not want your child to have permission to obtain access to an email account, please notify your child's principal.

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