August 2018

Dear Parents/Guardians:

It is getting close to the beginning of a new school year! The faculty and staff at the Tech Center are looking forward to meeting your son/daughter. The excitement of a new school year mixed with a little nervousness as our students are about to begin so many new experiences can be overwhelming. Rest assured we are here to stand ready to help your son/daughter start the school year on a positive note.

Several important documents are available for your review on the BOCES website www.pnwboces.org. Click on the sidebar on the left for Students and Parents. Under this link, click on Policies, Procedures and Forms, and then 2018–2019 Tech Center Welcome Back Packet. If you are unable to access these documents online, they can be obtained in the Tech Center main office.

- Pesticides Notification
- Family Education Rights and Privacy Act
- Harassment and Discrimination
- Student Use of Computers
- Surveillance Cameras
- Indian Point Evacuation Plan
- Potassium Iodine (KI) Info and Opt-Out Form
- Military Recruitment Opt-Out Form
- Blackboard Connect Form
- Parent/Guardian/Student Sign-Off Sheet
- Code of Conduct
- Attendance Policy with Staff Contacts
- Dates for Student Progress/Grade Reports

Please respond to the Blackboard Connect Form by September 7, 2018. This form provides us with important information to reach you especially in emergency situations. Ask your son or daughter to present the completed form to their main office. The Potassium Iodide information outlines a required emergency procedure and does permit you to have your son or daughter “Opt-Out” of the process. Please read all of this information carefully. If you have questions or if you do not have access to a computer, please call and we will provide you with copies of all documents.

Once school begins, students will receive several important documents, including – The Student Handbook, Safety Manual, information on how to access the Code of Conduct, and our BOCES Sexual Harassment Policy. It will be important for you to review this information with your son or daughter. The Parent/Guardian/Student Sign-Off sheet requires your signature and the signature of your child. Both need to be returned to their Tech Center teacher no later than September 7, 2018. Also, please review the Save-the-Date flyer for upcoming Tech Center events.

We are very pleased that your child has decided to take advantage of our programs at the Tech Center. Please visit our website, www.pnwboces.org/tech for complete program information and dates pertaining to Meet-the-Teacher Night on October 4, 2018 and our Open House on March 7, 2019.

Sincerely,

Mr. Stephen Lowery
Executive Principal

Sincerely,

Mr. James Bellucci
Career Academy Principal
PARENT/GUARDIAN/STUDENT SIGN-OFF

STUDENT HANDBOOK & SAFETY MANUAL

I have read and understand the contents of the Code of Conduct, Student Handbook and Safety Manual. I understand the need for disciplinary consequences, school regulations, safety rules, and requirements for protective and appropriate clothing while attending the Tech Center.

Student Name (print): ________________________________

Student Signature: ________________________________ Date: ________________

Parent/Guardian Name (print): ________________________________

Parent/Guardian Signature: ________________________________ Date: ________________

Tech Center Program: ________________________________

PHOTO/VIDEO RELEASE

During the course of the school year, there are times when photographs or videotapes will be taken of students during school activities. Occasionally, the pictures may be used for such purposes as BOCES promotional literature, press releases about BOCES programs, or other media purposes. Please sign below, indicating your consent or refusal:

I give permission for the Board of Cooperative Education Services to use photographs, videotapes or quotes of (____________________________) for BOCES promotional literature, press releases or other media purposes.

Parent/Guardian Name (print): ________________________________ Date: ________________

Parent/Guardian Signature: ________________________________

USER AGREEMENT AND PARENT PERMISSION FORM FOR COMPUTER NETWORK AND INTERNET

As a user of the BOCES computer network, I agree to comply with the rules stated below—communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name: (print): ________________________________

Student Signature: ________________________________ Date: ________________

As the legal parent/guardian of (____________________________), I grant permission for my son/daughter to access networked computer services, such as electronic mail and the Internet. I understand that individuals and families may be held liable for violation of applicable law of BOCES guidelines for acceptable use of the network. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and for setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent/Guardian Name (print): ________________________________

Parent/Guardian Signature: ________________________________ Date: ________________

Teachers will place a signed copy of this form in each student’s file and will return an additional copy to your respective main office.

James Bellucci
Career Academy Principal

Stephen Lowery
Executive Principal
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event Description</th>
<th>Time(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2018</td>
<td>SUPERINTENDENT’S CONFERENCE DAY – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>September 5, 2018</td>
<td>Opening Day for Students</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>September 10-11, 2018</td>
<td>ROSH HASHANAH – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>September 19, 2018</td>
<td>YOM KIPPUR – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>October 4, 2018</td>
<td>Meet the Teacher Night</td>
<td>4:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>October 8, 2018</td>
<td>COLUMBUS DAY – Campus Closed</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>October 9, 2018</td>
<td>CTE Professional Development Day – No CTE Classes</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>October 15-19, 2018</td>
<td>School Spirit Week</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>October 25, 2018</td>
<td>Teens &amp; Tots Open House (Child Development &amp; Education Program)</td>
<td>12:30 pm – 1:30 pm</td>
</tr>
<tr>
<td>October 26, 2018</td>
<td>Annual Blood Drive</td>
<td>10:00 am – 2:00 pm</td>
</tr>
<tr>
<td>November 6, 2018</td>
<td>SUPERINTENDENT’S CONFERENCE DAY – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>VETERAN’S DAY – Campus Closed</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>November 13, 2018</td>
<td>New Visions Health Open House at NYP/HVHC</td>
<td>5:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>New Visions Health Open House at Northwell NWH</td>
<td>5:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>November 20, 2018</td>
<td>Educated Palate Luncheon – American Holiday Cuisine</td>
<td>11:45 am – 2:00 pm</td>
</tr>
<tr>
<td>November 22-23, 2018</td>
<td>THANKSGIVING RECESS – Campus Closed</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>December 24-31, 2018</td>
<td>CHRISTMAS &amp; HOLIDAY RECESS – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>January 1, 2019</td>
<td>NEW YEAR’S DAY – Campus Closed</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>January 17, 2019</td>
<td>Educated Palate Luncheon – Eataly (Italian) Cuisine</td>
<td>11:45 am – 2:00 pm</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>MARTIN LUTHER KING, JR. DAY – Campus Closed</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>January 22, 2019</td>
<td>CTE Professional Development Day – Early Dismissal at 10 am</td>
<td>10:00 am – 2:00 pm</td>
</tr>
<tr>
<td>February 14, 2019</td>
<td>Educated Palate Luncheon – Valentine’s Day Cuisine</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>February 18-20, 2019</td>
<td>PRESIDENT’S DAY &amp; WINTER RECESS – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>February 28, 2019</td>
<td>Tech Tours – No CTE Classes in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>March 1, 2019</td>
<td>Tech Tours – No CTE Classes in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>March 7, 2019</td>
<td>CTE Open House</td>
<td>4:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>March 15, 2019</td>
<td>SUPERINTENDENT’S CONFERENCE DAY – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>March 28, 2019</td>
<td>Educated Palate Luncheon – Viva Mexico Cuisine</td>
<td>11:45 am – 2:00 pm</td>
</tr>
<tr>
<td>April 11, 2019</td>
<td>Educated Palate Luncheon – French Cuisine</td>
<td>11:45 am – 2:00 pm</td>
</tr>
<tr>
<td>April 15-22, 2019</td>
<td>SPRING RECESS – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>College &amp; Career Fair – School Not in Session</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>May 3, 2019</td>
<td>Senior Culinary Luncheon</td>
<td>11:45 am</td>
</tr>
<tr>
<td>May 15, 2019</td>
<td>CTE Awards Breakfast</td>
<td>8:15 am</td>
</tr>
<tr>
<td>May 16, 2019</td>
<td>National Technical Honor Society</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>May 23, 2019</td>
<td>Fashion Show</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>May 24-27, 2019</td>
<td>MEMORIAL DAY – Campus Closed</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>June 11, 2019</td>
<td>Career &amp; Technical Education Students’ Graduation</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>June 14, 2019</td>
<td>LAST DAY FOR CTE STUDENTS</td>
<td>8:00 am – 2:00 pm</td>
</tr>
</tbody>
</table>

For more information about our Tech Events, please see the scroll on our website at [www.pnwboces.org/tech](http://www.pnwboces.org/tech) or call the Tech Center at 914-248-2451.
Dear Parent/Guardian:

The New York State Education Department requires all local school districts and BOCES to develop and enforce a school attendance policy. The Tech Center at Yorktown has the following attendance guideline which is also found in our Student Handbook.

“Consistent Attendance is an important factor for success at the Tech Center. It is expected that you will attend every day that the Tech Center is in session. Parental notes explaining absences and lateness should be given to the attendance office on the day of your return to class. The Tech Center attendance policy requires students to attend class each day their home schools are in session. Students with 10 absences in any quarter will be placed on academic probation and a parent conference is required. A student who misses twenty (20) days in two (2) consecutive quarters or accumulate thirty (30) absences during the school year may be subject to dismissal from the Tech Center.”

In order to track your child’s progress at the Tech Center, progress reports and report cards will be posted on the Parent Portal in the P/NW BOCES website. Go to Schools, then Tech Center, then Parent Portal. If you do not have access to a computer, please call your child’s guidance counselor for progress reports and grades.

**Progress Report Dates for 2018-2019:**
October 5, 2018, December 14, 2018, March 1, 2019, and May 17, 2019

**Report Card Dates for 2018-2019:**
November 9, 2018, January 25, 2019, April 10, 2019, and June 18, 2019

If at any time you would like to set up a parent conference, please do not hesitate to contact your child’s teacher.

Thank you for your support in ensuring your child’s successful participation in Career and Technical Education at the Tech Center at Yorktown.

Sincerely,

Mr. Stephen Lowery
Executive Principal

Mr. James Bellucci
Career Academy Principal
RE: Blackboard Connect

Dear Parent/Guardian:

We are pleased to inform you that we use an innovative, school-to-parent communication system, Blackboard Connect. This is an automated system that enables us to reach all parents/guardians quickly and efficiently with important information. We use Blackboard Connect to communicate with parents/guardians in the event of emergency situations, school closings, delays, and important school events.

To ensure that we have accurate contact information, please complete the attached form and return it to your child’s teacher. In addition, please notify your child’s teacher if there is a change in contact information during the school year.

Since being able to contact parents/guardians is vital to the efficient operation of our programs, we rely on this system to assist us in improving our communications.

Sincerely,

Michael Skerritt

Attachment
**Parent(s)/Guardian(s) Contact Form**

In order to be able to reach you in the event of an emergency situation, school closing, delay, or important school event, we must have accurate contact information. Please complete this form so that we can update our records.

Today's Date: ___________________________

Student’s Name: ______________________________________________________________________

Teacher’s Name: ______________________________________________________________________

<table>
<thead>
<tr>
<th><strong>Parent/Guardian #1:</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>__________________</td>
</tr>
<tr>
<td>Relationship to Student:</td>
<td>__________________</td>
</tr>
<tr>
<td>Home Telephone Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Work Telephone Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Cell Phone Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Email address:</td>
<td>__________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parent/Guardian #2:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>__________________</td>
</tr>
<tr>
<td>Relationship to Student:</td>
<td>__________________</td>
</tr>
<tr>
<td>Home Telephone Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Work Telephone Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Cell Phone Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Email address:</td>
<td>__________________</td>
</tr>
</tbody>
</table>

IF ANY OF THESE NUMBERS CHANGE, PLEASE NOTIFY YOUR CHILD’S TEACHER IMMEDIATELY.

RETURN THE COMPLETED FORM TO YOUR CHILD’S TEACHER.
SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board will provide access to various computerized information resources through the BOCES computer system consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail and the “Internet.” All use of the BOCES computer system, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the BOCES.

This policy is intended to establish general guidelines for the acceptable student use of the BOCES computer system and also to give students and parents/guardians/persons in parental relation notice that student use of the BOCES computer system will provide student access to external computer networks not controlled by the BOCES. The BOCES cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians/persons in parental relation.

Despite the existence of BOCES policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student’s own personal technology or electronic device on school grounds or at school events. BOCES requests that parents/guardians/persons in parental relation establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via BOCES computer system or any other electronic media or communications, including by means of a student’s own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the BOCES computer system. This policy does not attempt to articulate all required and/or acceptable uses of the BOCES computer system, nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

Students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

(Continued)
SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY) (Cont’d.)

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be BOCES property subject to control and inspection without prior notice. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the BOCES computer system will be private.

Notification/Authorization

The BOCES Acceptable Use Policy and accompanying Regulations will be disseminated to parents/guardians/persons in parental relation and students in order to provide notice of the school’s requirements, expectations, and student’s obligations when accessing the BOCES computer system.

A student’s use of the BOCES computer system is conditioned upon written agreement by the student and his/her parents/guardians/persons in parental relation that student use of the BOCES computer system will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the BOCES computer system.

Regulations will be established as necessary to implement the terms of this policy.

Refer also to Policy 7260

Adopted: 1/29/04
Revised: 11/29/05
Revised: 1/22/08
Revised: 4/13/10
Revised: 4/25/12
PUTNAM/NORTHERN WESTCHESTER BOCES
CODE OF CONDUCT

Summary for Parents/Guardians

The Regulations of the Commissioner of Education require that we have a Code of Conduct for the maintenance of order on school property and at school functions.

The Putnam/Northern Westchester BOCES Code of Conduct includes information about the following items related to student conduct at school or at school events:

- A listing of student rights and responsibilities.

- A statement of the expectations placed on parents, teachers, counselors, administrators and the Board to promote a safe, orderly environment and to support the academic success of all students.

- A student dress code that establishes guidelines for student dress and appearance.

- A listing of conduct that is prohibited at school and at school events.

- A listing of the penalties that result from violation of the code, from oral warnings to permanent suspension from school.

- A listing of the procedures that school personnel will follow when dealing with students who violate the rules (e.g., procedures for removal of a disruptive student from class or procedures concerning suspension from school).

For your reference, the Code of Conduct can be found in its entirety on our website at www.pnwboces.org.
Plain Language Summary – Code of Conduct (Students)

The entire Putnam|Northern Westchester BOCES community values tolerance, respect, and dignity for all. To promote a positive and supportive learning environment, parents & teachers are expected to explain the behavior expectations described below at the beginning of every school year and periodically thereafter. By following these expectations, our community will benefit from each person contributing to maintaining a safe and orderly school environment that is conducive to learning and to showing respect to other persons and to property.

All members of our community will respect and be kind to everyone at school, and while participating in or attending school-sponsored events, whether on or off school property. We also expect respect and kindness outside of school and the BOCES.

This means, at all times, we:

- are polite to our classmates, teachers, administrators, other employees and other visiting adults and children who may be in our school;
- follow the rules whether an adult is present or not;
- walk and talk quietly in the hallways; allow others to walk without pushing and shoving them;
- don’t tease one another or call each other names because of how people look, what they believe in or how they act;
- include others and do not leave anyone out;
- use polite and respectful language at all times;
- help one another;
- solve our problems with one another by talking, not touching or fighting;
- ask a teacher or another adult for help if we have a problem we cannot solve on our own;
- are proud of our school and ourselves and we do not do anything to harm ourselves or damage property;
- take care of each other and each other’s belongings;
- tell the whole truth;
- will not bring real or toy weapons or dangerous objects to school;
- will not take any medicines (including illegal drugs or alcohol) not prescribed by a medical doctor before coming to or while at school and not bring these items to school.
- attend school every day, make sure we’re in class on time, and prepared to learn;
- work to the best of our ability;
- follow direction given by teachers, administrators and other school personnel in a respectful, positive manner;
• ask questions when we do not understand;
• dress appropriately for school and school functions;
• accept responsibility for our actions;
• speak with an adult when we find ourselves getting angry or upset or when a situation doesn’t follow these expectations; and
• report all events of discriminating or harassing behavior(s), including bullying and cyberbullying, by any person to the Dignity Act Coordinator(s).

It is the expectation that all students will be familiar with and abide by all BOCES policies, rules and regulations, including the BOCES Code of Conduct.

If a student does not follow these expectations, interventions/consequences will be enforced according to the BOCES Code of Conduct. As a result, an appropriate plan to assist students in managing their behavior will be developed.

Please read and sign below.
The completed form is returned to your child’s teacher.

I have read and discussed this Code of Conduct Plain Language Summary with my child and understand what is expected of my child. Along with this summary I have received a complete copy of the Code of Conduct that fully explains the behavioral expectations at P/NW BOCES.
User Agreement & Parent Permission Form for Computer Network & Internet Usage

“As a user of the Putnam/Northern Westchester BOCES (PNW BOCES) computer network, I agree to comply with the rules stated in PNW BOCES Board of Education Policy 6260 “Student Use of Computerized Information Resources” for communicating over our network in a reliable fashion while following all relevant laws and restrictions.”

Student Name ___________________________ Teacher ___________________________ Date ___________________________

“As the parent or guardian of ___________________________, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individual and families may be held liable for a violation of applicable or law or PNW BOCES Board Policy. Further, I understand that some material on the Internet may be objectionable. I accept responsibility for guidance of Internet usage and for setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.”

Parent/Guardian ___________________________ Parent/Guardian Signature ___________________________

School/Program Name ___________________________ Date ___________________________
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s educational records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the Putnam Northern Westchester Board of Cooperative Educational Services receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school administrator] a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask BOCES to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate school administrator], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the BOCES decides not to amend the record as requested by the parent or eligible student, the BOCES will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the BOCES as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the BOCES has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the BOCES discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
RE: Indian Point Relocation and Evacuation Procedures

Dear Parent/Guardian:

The Yorktown campuses of Putnam/Northern Westchester BOCES are located within the ten-mile emergency-planning zone (EPZ) of the Indian Point Nuclear Power Plant. In the event of an emergency at the power plant, one or more protective measures may be required. If the event occurs before the start of the school day a recommendation to suspend school for the day may be made by the County Executive. If the event occurs after the school day has begun, the relocation or evacuation of our student may become necessary.

If relocation or evacuation should become necessary, our students would be transported to the School Reception Center at the North Salem Middle School/High School, 230 June Road (Old Route 124), North Salem, NY.

Parents arriving at North Salem MS/HS will be directed by campus security to designated parking areas near Entrance “A,” the regular pick-up location (near the flag pole). Parents will be directed to the temporary Putnam/Northern Westchester BOCES Office set up in the Lobby of the North Salem Middle School Auditorium. Actual family re-unification will take place in the lobby of the Auditorium. Parents will await their children in the lobby. Children will be properly accounted for and escorted to the lobby of the Auditorium. Once reunited with parents, parents and child(ren) will be directed to the appropriate parking area.

Students who are not picked up by family members in a “reasonable period” of time will be transported by bus to the General Population Reception Center at Fox Lane High School in Bedford where the Red Cross will be available to house and feed any student who has not been picked up.

While we all hope that there will never be an emergency situation at the power plant, it is important that we have plans in place so that we can provide for the safety of our students.

Sincerely,

Michael Skerritt

Director of Human Resources & Professional Development
Dear Parent/Guardian of Putnam/Northern Westchester BOCES Junior or Senior:

This is to inform you that a provision of the federal “No Child Left Behind Act of 2001” requires the school district to provide students’ names, addresses and home phone numbers to military recruiters when requested.

However, the law also states that schools must notify parents and students that they have the right NOT to be included when the information is released if they choose.

If you wish to exercise your legal right to have this information kept private, please use the form below to notify us that you do not wish this information to be released. Please note that unless you use this “opt-out procedure,” the school district cannot refuse the military recruiters’ requests and you and your student may be contacted by them at home.

To OPT OUT of the Military Recruitment Provisions of the NCLB Act, please complete this form and return by September 21, 2018 via mail or fax to:

Putnam/Northern Westchester BOCES  
C/o Mr. Michael Skerritt  
200 BOCES Drive, Yorktown Heights, NY 10598-4399  
FAX: (914) 248-3626

If you have any questions, please do not hesitate to be in touch with the Human Resources Department.

MILITARY RECRUITMENT OPT-OUT REQUEST

Dear Putnam/Northern Westchester BOCES:

We are exercising our right under the “No Child Left Behind Act of 2001,” and hereby request that the name, address and telephone listing of:

Name of Student (please print)  
BOCES School/Program (please print)

who is currently a student at your school, NOT be released to military recruiters without prior written consent. We do, however, consent to the disclosure of such information to colleges and universities other than military schools.

Parent/Guardian  
Signature  
Date

Michael Skerritt  
Director of Human Resources & Professional Development
RE: Use of Pesticides

Dear Parent/Guardian:

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all parents/guardians regarding the use of pesticides throughout the school year. The required prior written notification includes certain pesticide applications while others are excluded. Examples of excluded pesticides are listed on the back of this page.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your child's school, please complete the attached form and return it to Katharina Cerreta, Director of School Facilities and Operations, at 200 BOCES Drive, Yorktown Heights, NY 10598.

As well, if you wish to see a copy of the complete Integrated Pest Management Plan, you may contact Ms. Cerreta’s office at 914-248-2200.

Sincerely,

Michael Skerritt
Director of Human Resources & Professional Development

Attachment
### 2018-2019 Request for Pesticide Application Notification

**Parent/Guardian**

| Date: _______________________________ |

<table>
<thead>
<tr>
<th>Name of School Building:</th>
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<tbody>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Parent’s Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Day Phone:</td>
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<tr>
<td>Evening Phone:</td>
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<tr>
<td>Email Address:</td>
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</tbody>
</table>

Return completed form to:

Ms. Katharina Cerreta  
Director of School Facilities and Operations  
Putnam/Northern Westchester BOCES  
200 BOCES Drive  
Yorktown Heights, NY 10598-4399
RE: Distribution of Potassium Iodide (KI)

Dear Parent/Guardian:

Our school is located within the ten-mile emergency-planning zone (EPZ) of the Indian Point Nuclear Power Plant. In January 2001, the federal Nuclear Regulatory Commission amended its policy on the availability and usage of the over-the-counter drug potassium iodide (KI) during a radiological emergency. As a result, New York State also revised its policy regarding providing KI to the general population in the ten-mile emergency planning zones.

KI is an over-the-counter drug that protects the thyroid from exposure to radioactive iodine. KI only protects one organ against one radioactive substance. It is not an alternative to evacuation or sheltering (see attached KI information sheet). In fact, evacuation and sheltering remain New York’s primary public protective actions in the event of an accident at any nuclear power site.

Should the County and/or State Department of Health recommend the use of KI during an emergency, Putnam/Northern Westchester BOCES will have KI available on-site for your child. Evacuation from the ten-mile EPZ remains our primary protective radiological action. In the event that KI use is recommended by County or State health officials, an appropriate dose of KI will be available for your child.

If you do not want the school to provide your child with KI in a radiological emergency, you must sign and return the enclosed form to your child’s teacher. This form will remain in effect as long as your child attends this school building, unless you notify us in writing that you now wish your child to be provided with KI. Please note that if you do not return the enclosed form and KI use is recommended by health officials, your child will receive KI.

If you have any concerns regarding the emergency use of KI or questions on your child’s health and the use of KI, please discuss this with your child’s health care provider.

If you have any further questions about the school’s program, please contact me.

Sincerely,

Michael Skerritt

Attachment
2018-2019
Potassium Iodide (KI) Refusal/Opt-Out Form

If you **DO NOT** want your child given Potassium Iodide (KI) in the event of a radiological emergency, complete this form and return it to your child’s school within three days.

-----------------------------------------------------------------------------------------------------------------------------------

I understand that Potassium Iodide (KI) may be given to my child if recommended by the County and/or State Department of Health in a radiological emergency.

I have read and understand the Parent/Guardian letter and the Potassium Iodide (KI) Parent Questions and Answers.

I **DO NOT** want my child given Potassium Iodide (KI) in the event of a radiological emergency.

<table>
<thead>
<tr>
<th>STUDENT INFORMATION:</th>
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<tbody>
<tr>
<td>Name of Student</td>
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<tr>
<td>Teacher Name</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>PARENT/GUARDIAN INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Signature</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

**IF YOU DO NOT RETURN THIS FORM AND KI USE IS RECOMMENDED BY HEALTH OFFICIALS, YOUR CHILD WILL RECEIVE KI.**
1) What is potassium iodide (KI)

Potassium iodide is a U.S. Food and Drug Administration (FDA) approved over-the-counter drug that can be used to protect the thyroid gland from immediate and future radiation injury caused by radioactive iodine released during a nuclear accident.

2) How does KI work?

KI saturates the thyroid gland with stable (non-radioactive) iodine, thus preventing or reducing the amount of radioactive iodine that will be taken up by the thyroid. Radiological emergencies may release radioactive iodine in the environment. Since iodine concentrates in the thyroid gland, inhalation of air or ingestion of food contaminated with radioactive iodine can lead to injury to the thyroid - including an increased risk of thyroid cancer.

3) Does KI protect individuals from all types of radiation?

No. KI is only effective against exposure to radioactive iodine. KI does not protect against other types of radiation.

4) Does KI protect organs other than the thyroid?

No. KI does not protect body organs or tissues other than the thyroid.

5) Is a prescription necessary?

No. KI is a FDA approved over-the-counter drug.

6) Should some people avoid KI?

Yes. According to the FDA, people with known iodine sensitivity, thyroid diseases, clusters of itchy skin blisters (dermatitis herpetiformis), and/or an inflammation in blood vessels involving the skin or multiple organs of the body (hypocomplementemic vasculitis) should avoid the use KI. A physician should be consulted before an event occurs with individual concerns on whether to take KI in an emergency.

7) What are the possible side effects to KI?

According to the FDA, the benefits of taking KI far exceed the risks. The possible side effects may include stomach upset and minor rash.

8) When is KI most effective?

To be most effective, KI should be taken shortly before or shortly after exposure to radioactive iodine. Even if taken three to four hours after exposure, it would still reduce radioactive iodine from being absorbed by the thyroid and still have a substantial effect.
9) How long is KI effective in the body?

The protective effects of KI last approximately 24 hours.

10) Is KI an alternative to evacuation?

No. Evacuation remains the primary protective action in a radiological emergency.

11) What happens if the ten-mile EPZ cuts through the school district?

Only school buildings located within the ten-mile EPZ will receive KI from the New York State Emergency Management Office (SEMO).

12) Who may administer the KI to children?

Designated individuals in the school may administer the KI to children once recommended by the New York State and/or County Department of Health in an emergency situation.

13) Is a physician’s order necessary for KI administration in a radiological emergency?

No. KI administration in a school is part of an emergency protocol to deal with a radioactive iodine release into the environment.

14) What if a child can’t swallow pills?

The pill may be safely crushed and given with juice, applesauce, etc. in the event that an individual cannot swallow it. It may also be easily dissolved in water.

15) How will schools be notified that events warrant the administration of the KI to children?

The State Department of Health and/or County Department of Health are charged with issuing the recommendation to administer KI in the event radioactive iodine is released into the environment.

16) Will the adults in the school building also be provided with KI?

Yes. KI will be provided to all adults in school buildings located within the 10-mile EPZ. However, according to the FDA, it is not necessary for persons over 40 years of age to take KI in a radiological emergency.
Dear Parent/Guardian,

Putnam/Northern Westchester BOCES is pleased to celebrate the accomplishments of its students. As a result, your child may be photographed, videotaped and/or interviewed by BOCES staff or outside media such as newspapers, television stations or online news sites in the course of publicizing student activities, achievements, special events or learning. Student names and images may be included in PNW BOCES publications as well as in school-generated press releases that are sent to local media and posted on the PNW BOCES websites or social media sites.

This form provides you with the opportunity to let us know if you do not wish your child to be included in such coverage—including photographs, videos or samples of his/her work.

Please return this form only if you DO NOT wish your child to be included, as described, in any media coverage.

DO NOT RELEASE

I DO NOT give permission for my child to be included in media coverage including photographs with captions identifying him/her, articles mentioning or quoting him/her by name or samples of his/her work generated by PNW BOCES and disseminated through press releases, publications, websites and social media sites.

Date: ____________________________

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Grade:</td>
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<tr>
<td>School/Program:</td>
<td></td>
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<tr>
<td>Parent/Guardian Name:</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Signature:</td>
<td></td>
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</tbody>
</table>
RE: Procedures for Reporting Allegations of Harassment or Discrimination

The P/NW BOCES Board is committed to safeguarding the right of all students to an educational environment that is free of all forms of harassment and discrimination. Any student who believes that he/she has been subjected to harassment or discrimination is to immediately report the incident to his/her teacher. If the teacher is the alleged perpetrator, the student should make the report to the program administrator.

Once a student files a report, a prompt, thorough, and impartial investigation of the allegations will be conducted by either the program administrator or the appropriate Compliance Officer listed below. If the investigation reveals that harassment or discrimination has occurred, appropriate sanctions will be imposed. If the complainant is not satisfied with the outcome of the investigation, s/he may appeal to the Compliance Officer or the District Superintendent. All reports will be held in confidence subject to all applicable laws.

<table>
<thead>
<tr>
<th>For complaints regarding discrimination based on gender:</th>
<th>Todd Currie</th>
<th>914-248-2320</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lynn Allen</td>
<td>914-248-2311</td>
</tr>
<tr>
<td>For complaints regarding discrimination based on race,</td>
<td>Michael Skerritt</td>
<td>914-248-2306</td>
</tr>
<tr>
<td>creed, color, national origin, or religion:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kathy Cerreta</td>
<td>914-248-2200</td>
</tr>
<tr>
<td>For complaints regarding discrimination based on disability:</td>
<td>Michael Skerritt</td>
<td>914-248-2306</td>
</tr>
<tr>
<td></td>
<td>Kathy Cerreta</td>
<td>914-248-2200</td>
</tr>
<tr>
<td>For complaints regarding sexual harassment:</td>
<td>Michael Skerritt</td>
<td>914-248-2306</td>
</tr>
<tr>
<td></td>
<td>Lynn Allen</td>
<td>914-248-2311</td>
</tr>
<tr>
<td>For complaints regarding discrimination or harassment of</td>
<td>Todd Currie</td>
<td>914-248-2320</td>
</tr>
<tr>
<td>any other type:</td>
<td>Lynn Allen</td>
<td>914-248-2311</td>
</tr>
</tbody>
</table>

The District Superintendent will, in the absence of a victim’s complaint, ensure that an investigation is commenced by the appropriate individuals upon learning of or having reason to suspect the occurrence of any misconduct.

Sincerely,

Michael Skerritt
SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

Statement of Overall Objectives

School attendance is both a right and a responsibility and the BOCES believes that attendance is related directly to student achievement. The objectives of this policy are:

a) To increase school completion for all students;
b) To raise student achievement and close gaps in student performance;
c) To identify attendance patterns in order to design attendance improvement efforts;
d) To know the whereabouts of every student for safety and other reasons;
e) To verify that individual students are complying with education laws relating to compulsory attendance.

Description of Strategies to Meet Objectives

The BOCES will:

a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.

b) Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.

c) Review attendance and develop early intervention strategies to improve school attendance for all students.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

The BOCES has determined that absences, tardiness and early departures (ATEDs) will be considered according to the following standards.

An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required

(Continued)
SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

court appearances, medical appointments, pre-approved college visits, approved cooperative work programs, military obligations, home school excused, administratively approved BOCES-sponsored activities or other such reasons as may be approved by the administration. All other absences are unexcused.

All absences require a written note, including date and reason for absence, from the parent/guardian/person in parental relation on the student's day of return to school or as soon as possible thereafter. Such parental notification for student tardiness or early departure will be presented on the day of the tardiness/early departure, indicating the date, time and reason. Excuses may be verified to ensure authenticity. All written excuses must be received by BOCES within five (5) school days of the absence or tardiness unless extraordinary circumstances occur as determined by the administration. If no written excuse is received by the BOCES within five (5) school days, the absence or tardiness is recorded as unexcused unless otherwise authorized by the administration.

Notification

Parents/guardians/persons in parental relation will be notified promptly by telephone, electronically or in writing if a pattern of unexcused absences develops or sooner if circumstances warrant (for example, Monday or Friday patterns, consecutive days without a parent/guardian/person in parental relation note, etc.).

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the BOCES code for the reason.

Attendance shall be taken and recorded in accordance with the following:

a) For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded on a subject by subject basis, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch.

b) For students in grades nine through twelve or in departmentalized schools at any grade level, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.

(Continued)
c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

d) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established BOCES/building procedures. For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students K-12 must be recorded on a subject by subject basis for Teacher of Record Determinations.

Student Attendance/Course Credit

The BOCES believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.
A student will be considered in attendance if the student is:

a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or

b) Working pursuant to an approved independent study program; or

c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

**Attendance Incentives**

In order to encourage student attendance, the BOCES will develop and implement grade-appropriate/building-level strategies and programs. Examples include but are not limited to:

a) Attendance honor rolls to be posted in prominent places in BOCES buildings and included in BOCES newsletters and, with parent/guardian/person in parental relation consent, in community publications;

b) Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);

c) Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards).

(Continued)
DISCIPLINARY CONSEQUENCES

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the BOCES Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/guardians/persons in parental relation will be notified by designated BOCES personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual programs will address procedures to implement the notification process to the parent/guardian/person in parental relation.

INTERVENTION STRATEGY PROCESS

When a pattern of unexcused absences, tardiness or early departure is identified, BOCES personnel will pursue the following:

a) Identify the nature of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);

b) Contact the student and parent/guardian/person in parental relation as appropriate;

c) Discuss strategies to directly intervene;

d) Utilize appropriate BOCES and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;

e) Monitor and report short and long-term effects of intervention.

APPEAL PROCESS

A parent/guardian/person in parental relation may request a building-level review of their child's attendance record.

BUILDING REVIEW OF ATTENDANCE RECORDS

The program administrator will work in conjunction with the designated staff in reviewing attendance records at the end of each quarter. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.
SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

Extended School Year

For the Extended School Year program, school attendance is both a right and responsibility and BOCES believes that attendance is related directly to student achievement. Consequently, the summer school principal will work with the summer school staff to establish a school-wide procedure for assessing class participation as a component of the final grade.

Annual Review by the Board

The Board shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board shall promote necessary community awareness of the BOCES Comprehensive Student Attendance Policy by:

a) Providing a plain language summary of the policy to parents/guardians/persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/guardians/persons in parental relation;

b) Providing each teacher, at the beginning of the school year or upon employment, with information on how to access our policies; and

c) Providing a copy of the policy to any other members of the public upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

Adopted: 1/29/04
Revised: 4/13/10
Revised: 6/17/13
Revised: 8/13/14
ATTENDANCE POLICY

Summary for Parents/Guardians

The Regulations of the Commissioner of Education require that we have a comprehensive student attendance policy that addresses the importance of attendance as it relates to student achievement.

The Putnam/Northern Westchester BOCES Attendance Policy includes information about the following items related to student attendance at school:

- A statement of overall objectives.
- A description of strategies to meet the objectives.
- Standards for the determination of excused and unexcused absences, tardiness, and early departures.
- Guidelines for student attendance recordkeeping/data collection and parent notification for patterns of unexcused absences.
- Guidelines for student attendance/course credit.
- Disciplinary consequences for unexcused absences, tardiness, and early departures.
- A process for intervention strategies when a pattern of unexcused absences, tardiness, or early departure is identified.

All students will receive attendance guidelines at the beginning of the school year.

A parent/guardian who wishes to receive a complete copy of the attendance policy may do so by contacting the school office.
Re: Use of Surveillance Cameras (2018-2019)

Dear Parent(s)/Guardian(s),

Promoting and fostering school safety and ensuring a safe and effective learning environment is an important responsibility. After carefully considering and balancing the rights of privacy with our duty to promote discipline, health, welfare, and safety of staff and students, as well as that of the general public who has occasion to use our facilities, we have decided to use surveillance cameras when necessary in our school buildings, on our buses, and/or on our school grounds.

Surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” These cameras will not be monitored at all times. Audio recordings will not be utilized.

Any video recording used for surveillance purposes in BOCES buildings, buses, and/or property are the sole property of BOCES. Under no circumstances will the BOCES’ video recording be duplicated and/or removed from BOCES premises unless in accordance with a court order and/or subpoena.

We have posted appropriate signage notifying students, staff, and the general public of our use of surveillance cameras.

Sincerely,

Michael Skerritt
RE: Student Use of Computerized Information Resources

We are pleased to offer students of Putnam/Northern Westchester BOCES access to various computerized information resources through the BOCES computer system consisting of software, hardware, computer networks, and electronic communication systems. This may include access to electronic mail and the Internet. It may include the opportunity for some students to have independent access to the BOCES computer system from their home or other remote locations.

Access to electronic mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Unlike most traditional instructional or library media materials, the BOCES computer system will allow student access to external computer networks not controlled by the BOCES, where it is impossible for the BOCES to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. The BOCES Board has established guidelines for acceptable student use of the BOCES computer system. However, it is not possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the BOCES computer system or any other electronic media or communications.

Standards of Acceptable Use
Students are responsible for good behavior on the BOCES computer system just as they are in a classroom or school hallway. General school rules for behavior and communications apply. Access is a privilege—not a right. Access entails responsibility. Individual users of the BOCES computer system are responsible for their behavior and communications. It is expected that users will comply with BOCES standards and adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student right of privacy created by federal and state law.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered BOCES property subject to control and inspection. The computer administrator may access all files and communications to ensure system integrity and that users are complying with the requirements of BOCES Board policy and regulations. Students should NOT expect that information stored on the BOCES computer system will be private.

Authorization
Student use of the BOCES computer system requires written agreement by all students and their parents/guardians that student use of the BOCES computer system will conform to the requirements of BOCES Board Policy 6260 and any regulations adopted to ensure acceptable use of the system.

Violations of BOCES Board policy and/or regulations may result in a loss of access as well as other disciplinary or legal action.

Sincerely,