



**Putnam/Northern Westchester  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

200 BOCES Drive  
Yorktown Heights, NY 10598-4399  
(914) 248-2306 FAX (914) 248-2308  
E-MAIL: smicolo@pnwboces.org

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**Susan Micolo**

*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

I hope you and your family have had an enjoyable summer. Our staff has been busy preparing for the new school year.

As you can imagine, there is a great deal of back-to-school information that we need to share with you so that you and your child are ready for the opening of school. This year we have decided to communicate this information to you more efficiently by taking advantage of our computer technology.

Some of these documents will provide you with important information and others require you to fill them out and return them to our school.

If you have any questions, please do not hesitate to contact your child's teacher or program administrator.

We are looking forward to welcoming your child to our school for the 2009-2010 school year.

Sincerely,

Susan Micolo  
Director of Human Resources and Administrative Services

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*Service and Innovation Through Partnership*

BEDFORD BREWSTER BRIARCLIFF CARMEL CHAPPAQUA CROTON-HARMON GARRISON HALDANE HENDRICK HUDSON  
KATONAH-LEWISBORO LAKELAND MAHOPAC NORTH SALEM OSSINING PEEKSKILL PUTNAM VALLEY SOMERS YORKTOWN



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**Susan Micolo**  
*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

RE: Use of Pesticides

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 Vince Garnot, 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 Mr. Garnot's office at 914-248-2200.

Sincerely,

Susan Micolo  
Director of Human Resources and Administrative Services

Attachment

N:\Director\Parent Information\Pesticide Notification.docx

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The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial products;
- Non-volatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR 152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.



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**Susan Micolo**  
*Director of Human Resources and Administrative Services*

## **Request for Pesticide Application Notification Parent/Guardian (Please Print)**

Name of School Building: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

Parent's Name: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**Return completed form to:**

Mr. Vincent Garnot  
Director of School Facilities and Operations  
Putnam/Northern Westchester BOCES  
200 BOCES Drive  
Yorktown Heights, NY 10598-4399

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# 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605



**Susan Micolo**

*Director of Human Resources and Administrative Services*

September 2009

Dear Parent/Guardian:

RE: Procedures for Reporting Allegations of Harassment or Discrimination

The 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, he/she may appeal to the Compliance Officer or the District Superintendent. All reports will be held in confidence subject to all applicable laws.

For complaints regarding discrimination based on gender:	Todd Currie	914-248-2320
	Susan Micolo	914-249-2306

For complaints regarding discrimination based on race, creed, color, national origin, or religion:	Susan Micolo	914-248-2306
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For complaints regarding discrimination based on disability:	Susan Micolo	914-248-2306
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For complaints regarding discrimination or harassment of any other type:	Todd Currie	914-248-2320
	Susan Micolo	914-248-2306

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,

Susan Micolo  
Director of Human Resources and Administrative Services

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**Susan Micolo**

*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

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,

Susan Micolo  
Director of Human Resources and Administrative Services

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**Susan Micolo**  
*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

RE: Use of Surveillance Cameras

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,

Susan Micolo  
Director of Human Resources and Administrative Services

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**Susan Micolo**

*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

RE: Indian Point Relocation and Evacuation Procedures

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 walked 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,

Susan Micolo  
Director of Human Resources and Administrative Services

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**Susan Micolo**

*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

RE: Distribution of Potassium Iodide (KI)

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,

Susan Micolo  
Director of Human Resources and Administrative Services

Attachments

N:\Director\Parent Information\Potassium Iodide.docx

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## 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.

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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.

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher/Homeroom Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**IF YOU DO NOT RETURN THIS FORM AND KI USE IS RECOMMENDED  
BY HEALTH OFFICIALS, YOUR CHILD WILL RECEIVE KI.**

## **Potassium Iodide (KI) Questions & Answers for Parents**

### **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.

# **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).

All students will receive detailed information about the Code of Conduct at the beginning of the school year.

A parent/guardian who wishes to receive a complete copy of the Code of Conduct may do so by contacting the school office.



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**Susan Micolo**  
*Director of Human Resources and Administrative Services*

August 2009

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.

To exercise your legal right to have this information kept private, you should 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 25, 2009 via mail or fax to:

Ms. Susan Micolo.  
 Putnam/Northern Westchester BOCES  
 200 BOCES Drive  
 Yorktown Heights, NY 10598-4399  
 FAX: (914) 248-2308

If you have any questions, please contact Susan Micolo at (914) 248-2306.

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**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 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 (Please Print)

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

N:\Director\Parent Information\Military Opt Out.docx

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# **PUTNAM/NORTHERN WESTCHESTER BOCES 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.



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**Susan Micolo**  
*Director of Human Resources and Administrative Services*

August 2009

Dear Parent/Guardian:

We are pleased to inform you that we use an innovative, school-to-parent communication system, Connect-ED. This is an automated system that enables us to reach all parents/guardians quickly and efficiently with important information. We use Connect-ED 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,

Susan Micolo  
Director of Human Resources and Administrative Services

Attachment

N:\Director\Parent Information\Connect-ED.docx

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**Susan Micolo**  
*Director of Human Resources and Administrative Services*

## PARENT/GUARDIAN 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.

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

MOTHER/GUARDIAN \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

FATHER/GUARDIAN \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**PRIMARY HOME TELEPHONE NUMBER FOR EARLY MORNING CALL  
REGARDING BOCES CLOSING OR DELAY:**

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

**COMPLETED FORM SHOULD BE RETURNED TO YOUR CHILD'S TEACHER.**

*Service and Innovation Through Partnership*