

# **Eastern Monroe Career Center**



## **Student and Parent/Guardian Handbook 2024-2025**

Dear Parent/Guardian and Student:

This handbook is intended to be a resource guide for you. In it, you will find useful information to ensure you are aware of your rights and responsibilities at the Eastern Monroe Career Center (EMCC). Because we recognize that parent/guardian support is a key factor in student success, we encourage open communication with our staff.

Please feel free to schedule a visit or contact your child's career and technical teacher or administrator with any questions or concerns that you have.

Best Regards,

The Administrative Team at EMCC

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## EMCC Mission

The Eastern Monroe Career Center is committed to offering programs that provide high school students with the opportunity to develop skills and attitudes they will need to succeed in their chosen career. EMCC combines real-life learning experiences, academic skills and business and industry partnerships to prepare our graduates for future education and employment endeavors.

## **General Information**

### **School Hours**

The EMCC schedule is as follows:

Session I: 8:20–10:40 am

Session II: 11:45 am –1:50 pm

#### Exceptions:

Advanced Emergency Services runs from 8:10 – 10:30 am

New Vision Education Professions runs from 8:30 – 10:50 am

New Vision Medical Careers runs from 7:45 – 11:00 am

Basic Emergency Services runs from 11:35 am – 1:40 pm

Childcare Professions runs from 11:55 am – 2:00 pm

### **Arrival and Departure**

Bus transportation is provided to students who attend EMCC courses by the student's home school or by BOCES transportation services. Upon arrival, students proceed directly to class to begin preparation for the day. At the end of class, students proceed directly to their designated bus pickup location.

### **Student Driving**

Students are expected to take their designated home school transportation to EMCC. On occasion, a student may receive permission from their home school administration and EMCC administration to drive to EMCC.

Students who drive to EMCC without permission will be subject to disciplinary measures. If the student continues to drive to EMCC without permission, they will be in jeopardy of getting their car towed. Expenses incurred because of a car being towed are the sole responsibility of the student and/or car owner.

### **Visitors**

Students who wish to visit EMCC programs must make arrangements in advance through their home school counseling office. All other visitors need to call the EMCC Counseling office at (585) 387–3817 to schedule an appointment.

## **Photos/Videos**

Throughout the school year, photographs or videos may be taken of students as they are engaged in a variety of school activities. These photographs or videos may be used in district publications, on the web site or by area news media. If you do not wish to have your child photographed and/or videotaped, please notify your child's teacher or administrator in writing.

## **Student Cafeteria**

There is a cafeteria available for student use in building #1. Students should check with their teacher for the specific location and guidelines for use. Please be aware that if your child is eligible for free or reduced lunch at their home school that same benefit can be extended to them while at EMCC.

## **Student Attendance**

The mission at EMCC is to prepare students for employment in their chosen fields, whether students plan to go directly into industry or post-secondary education. Students are responsible for making the most of their EMCC opportunity; this begins with excellent attendance!

### **The Attendance Policy at EMCC**

Attendance is reported daily to the student's home school. Carefully check your home school's attendance policy as it relates to their EMCC course attendance. Each time a student is absent from their EMCC course, a parent/guardian must contact the EMCC Attendance Secretary (585-387-3816) to report the absence and reason. For any absence greater than two days, a written note must be submitted to the attendance secretary.

A written note should include:

- The date the note was submitted
- The date(s) of the absence(s)
- The reason for the absence(s)
- The signature of the parent/guardian
- Any needed medical clearance / doctor's note(s)

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## **ParentSquare**

The Eastern Monroe Career Center uses an automated attendance calling system to inform parents/guardians each time their child is “unexcused absent” without proper notification. When a parent/guardian is notified of their child’s absence via the automated system, the parent/guardian should send a written note (as outlined above) with their child upon their return to EMCC.

In addition to this system, EMCC has established the following guidelines for notifying parents/guardians of student absences:

### **Excused and Unexcused Absences**

Absences, tardiness, or early departures for any of the following reasons are considered excused:

1. Confirmed personal illness or hospitalization
2. Medical or dental visits that cannot be scheduled outside of school hours
3. Death or illness in the family
4. Religious observance
5. Legal obligation (ex: required to be in court)
6. Authorized school activity (ex: field trips) or approved college visit

Absences, tardiness, or early departures for any other reasons are unexcused.



## Attendance Notification

The following is a list of notification and intervention procedures EMCC follows to keep parents/guardians informed of their child's attendance status.

Total # of Absences	Notification/Intervention
All unexcused absences	<b>ParentSquare:</b> <ul style="list-style-type: none"><li>Automated attendance calling system will call/email parent/guardian</li><li>Additional follow up by the attendance secretary, as needed</li></ul>
At:  5 absences	<b>Tier 1 interventions:</b> <ul style="list-style-type: none"><li>Teacher will send a note to parent/guardian</li><li>Teacher will also call home to have a discussion with parent/guardian</li></ul>
At:  10 absences	<b>Tier 2 Interventions:</b> <ul style="list-style-type: none"><li>Teacher will speak to parent/guardian, offers a meeting</li><li>EMCC attendance office sends letter home to parent/guardian offering option to hold a parent/guardian meeting (cc: home school counselor)</li><li>EMCC counselor follows up with home school counselor</li></ul>
At:  15 – 20 absences (student specific, student's team will make determination)	<b>Tier 3 Interventions:</b> <ul style="list-style-type: none"><li>EMCC counselor calls parent/guardian to set up an intervention meeting</li><li>Home school administration and counselors are invited to attend intervention meeting</li><li>At meeting, attendance agreement will be developed and enacted</li></ul>

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**Administrative Action – Appeal Stage:**

If the student does not follow the terms of the attendance agreement, the outcome specified in the agreement will be enacted. A parent/guardian may appeal the determination to the EMCC principal. The principal will review documentation (ParentSquare logs, phone logs, intervention notes, attendance letters, and/or meeting summaries) and take appropriate action.

**Early Dismissal**

Students need to provide notice in writing from a parent/guardian or home school administrator to leave school early. The written notice needs to include the following information:

- Reason for early dismissal
- Method of transportation
- Time of departure
- Name of person (if other than parent/guardian) who will pick up student

A parent/guardian or home school administrator may be called to verify early release notices. Students must sign out in the attendance office (Room A-6) prior to leaving school. If a student does not bring a note, the parent/guardian must sign the student out before the student can be excused.

**Tardiness**

Students are expected to arrive on time and be prepared for class. If a student is late, he or she should report to the EMCC attendance office (Room A-6) to receive a late pass. If a student is tardy more than 3 times in a quarter, or a pattern develops that concerns the teacher, the parent/guardian will be contacted by the teacher.

**Emergency Closings**

In the event school must be closed due to inclement weather or other emergencies, school closing will be posted on the Monroe One BOCES website:

<http://www.monroe.edu>

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## Use of School Computers

### Acceptable Use Policy

Students are required to accept the Monroe One BOCES Acceptable Use Policy each time they log on to a school computer. By logging in to the computer, students will be authorized to use the BOCES Internet facilities for study, research and communications related to their assigned course work and approved co-curricular activities. Users are personally responsible for observing the copyright laws in their use of the Internet.

Use of the BOCES Internet facilities to make, transmit or receive obscene materials is prohibited and may result in disciplinary or legal action against the violator. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive and/or adult oriented will be deemed a violation of this regulation and could result in disciplinary and/or legal action against the violator.

A student's Internet privileges may be revoked, suspended, or modified by EMCC administration.

## Student Code of Conduct

### Code of Conduct

Students at the Eastern Monroe Career Center are expected to follow the Monroe One BOCES Code of Conduct, and it is important for students and parents/guardians to be familiar with their rights contained within.

The full version of the code of conduct can be found by selecting CTRL and clicking on the following link:

[Monroe 1 BOCES Code of Conduct](#) or you can copy and paste the following link in your internet browser: <https://www.monroe.edu/domain/1462>

Included in the code of conduct is information on the Dignity for All Students Act (DASA).

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## **Drug and Alcohol Use Suspicion**

Staff who suspect a student is under the influence of alcohol or illegal substances will contact Security staff or EMCC administration. Authorized district staff shall investigate when a student who is suspected of being under the influence of alcohol or illegal substances (including vaping devices) on school property or at a school function.

Such investigations may include:

- Questioning students
- Searching lockers, desks, and other storage areas
- Searching student clothing and/or belongings as outlined within the Monroe One BOCES Code of Conduct
- Conducting prescreening assessments (ex: examining coordination, mannerisms, speech)
- Use of methods to test contents of drug delivery devices, including vaping devices

When a student is suspected of being under the influence, the following process will be followed:

1. The student is notified privately of the suspicion
2. Administration and Security staff are notified
3. Administration and Security staff meet with the student in private
4. Security staff conduct a search of student and their belongings
5. Nurse administers a health assessment to determine if there is reasonable suspicion the student is under the influence of drugs or alcohol
6. If there is reasonable suspicion, the student will not be allowed to return to program for the remainder of the day
7. The parent/guardian will be contacted and asked to pick up the student from EMCC

EMCC administration will follow up with the student's home school administration to discuss appropriate next steps.

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# School Safety

## Health Services

It is essential that up-to-date student health information is available to EMCC staff. An emergency telephone number for a parent/guardian must be on file with the EMCC office, in case of an emergency. A student will not be allowed to continue in a program without this information.

## Accidents/Emergencies

A student should report to their classroom teacher if they feel ill while at school. The teacher will arrange for the student to see the school nurse. If it is necessary for the student to go home, the school nurse will contact the parent/guardian. Students must have authorization from the school nurse or an administrator to leave EMCC.

Students are required to report all accidents occurring on school property involving any student during school hours.

## Safety Regulations

At EMCC, many courses operate under conditions like those found on the job. Students may be involved in “live work”, brought in from outside the school by individuals or local organizations. As such, students must wear clothing and footwear that is considered appropriate and safe by the EMCC teacher of the student’s class. Students will be instructed about clothing guidelines and requirements. Students will not be allowed to work if they do not have acceptable/safe clothing. This will have a negative impact on student progress if it occurs on a continual basis.

The EMCC teacher will outline the safety expectations and clothing requirements during the first few days of the school year and will monitor compliance throughout the school year. It is the student’s responsibility to be aware of the safety expectations and to always follow safety guidelines.

Failure to follow safety expectations may result in disciplinary action and/or removal from the EMCC program.

## **Fire Drills/Emergency Response**

New York States mandates that a required number of fire drills and other emergency response activities occur during the school year. During the first week of school, EMCC teachers will advise students of evacuation procedures and expected behavior during these activities. It is essential that students adhere to all rules relating to the emergency response activity.

## **Cell Phone Use**

It is expected that students will refrain from using cell phones during instructional time or whenever requested by a staff member. If a student is found using their phone without permission from their teacher, they will be given a reminder of the cell phone policy and asked to put the phone away. If the student continues to use the cell phone, they will be asked to give their cell phone to the teacher for safe keeping during class time. The cell phone will be returned to the student at the end of class. If the student continues to disregard the cell phone policy and has not responded to restorative intervention strategies, disciplinary consequences will be assigned.

Parents/guardians who need to contact their child in an emergency should call the main office at (585) 387-3815.

## **Student Field Trips**

### **Field Trip Eligibility**

EMCC provides educational field trips that may occur during the school day. Students must meet the following standards to participate in field trips:

#### Academic Standing

Students must have an overall passing grade in their class

All class work/assignments must be completed

#### Attendance

Student must maintain 85% attendance

#### Behavior/Discipline

Student must have an acceptable disciplinary record as determined by the teacher and administration

## **Grading**

### **Grading Systems**

Periodic quizzes, tests, written and oral presentations, projects, team and individual demonstrations are some of the ways a student's performance is evaluated in EMCC classrooms. Additionally, to determine student employability, teachers will be evaluating each student on their personal characteristics (responsible, respectful and productive), technical skills and knowledge of the trade they have selected. Teachers will provide detailed grading information in the course syllabus.

### **Progress Reports/Report Cards**

Students receive progress reports at the end of the 5, 15, 25 and 35-week periods highlighting student progress. They also receive a report card at the end of each 10-week marking period. Teachers will discuss each of these evaluations with their students. These grades will be reported to the parents/guardians and home school districts.

Progress reports and reports cards are made available to parents and students in SchoolTool. SchoolTool is the student data management system used by EMCC. Parents will receive an email from SchoolTool when their child begins their EMCC program informing them of the need to set up their SchoolTool parent account. This typically happens in September of the student's first year in the program. It is important to note that EMCC does not mail out paper copies of progress reports and report cards during the school year. However, EMCC will mail out a student's final report card for the year in June.

## **Student Support and Services**

### **Counseling Center**

EMCC School Counselors are available to assist students whenever the need arises. For information or assistance, call the counseling office at 387-3817. Areas in which the counseling center staff can assist include:

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### Program planning

A counselor can assist students with making course changes at EMCC at the beginning of the school year. Changes are discussed with the home school counselor and parents/guardians. The counselors have information about credits, graduation requirements and program options.

### Personal counseling services

EMCC counselors are available as needed, to provide confidential counseling services that can help students understand and cope with academic and non-academic problems.

### Educational information

An EMCC counselor is available to help locate information concerning colleges and college requirements, other post-secondary schools, and scholarships. The counselors can also help arrange college visits.

### **Student Support Center**

A student support center (SSC) is available to students during regular school hours, and after school hours by appointment. Staff in the SSC are available to help students on most activities assigned as part of a student's program. Teachers will share information about the SSC with students during a student's first week in the program.

### **Student Work Experience**

Work experience is an important part of EMCC. Students may participate in one of the following work-related activities as part of their EMCC program:

#### Shadowing

The shadowing program provides exposure to specific work fields. Shadowing experiences normally last one or two days and gives students the opportunity to visit local businesses to "shadow" a specific employee(s) to learn first-hand what their job is really like.



### Internships

Some EMCC courses have non–paid internships as part of their program, and all or most of the students in the class participate in an internship during the same period. These internships vary in length from one to ten weeks and are operated under the supervision of the program teacher and Work Experience Coordinator.

### Co-op

Students demonstrating acceptable grades, attendance, and work–related attitudes are eligible for co–op positions with their EMCC teacher’s recommendation. Co–op generally starts after the first semester. Co–op allows students to work in a business, as a paid employee, as part of EMCC class work.

A Work Experience Coordinator is available to help with student placements for class related work experiences. Parents/guardians receive eligibility information during the first month of a new school year.

## **Student Organizations**

### **National Technical Honor Society**

Students in Advanced courses who achieve the following criteria are eligible for the National Technical Honor Society:

- 90% grade average over 6 quarters (Basic year and 1<sup>st</sup> semester of Advanced year)
- 15 hours of community service
- Completed application with evidence of the following character attributes: Skill, Honesty, Service, Responsibility, Scholarship, Citizenship, and Leadership
- Teacher recommendation

## SkillsUSA

SkillsUSA gives students the opportunity to meet people, develop leadership skills, compete in local, regional, state, and national competitions, take part in community service projects, travel and have fun! This club is an organization that is bonded together by a common goal: "Study and preparation for the work of work in career and technical areas". All EMCC students are eligible for membership in SkillsUSA upon enrollment in EMCC courses.

## Notice of Non-discrimination

The Monroe One BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, students are also afforded protection based on weight.

### **Civil Rights Compliance Officers**

James Colt  
585-383-2298  
[James\\_Colt@boces.monroe.edu](mailto:James_Colt@boces.monroe.edu)

Ellen Howe  
585-383-2232  
[Ellen\\_Howe@boces.monroe.edu](mailto:Ellen_Howe@boces.monroe.edu)

Suzanne Starr  
585-377-4660 x7371  
[Suzanne\\_starr@boces.monroe.edu](mailto:Suzanne_starr@boces.monroe.edu)

### **Dignity for All Students Act Coordinators**

James Colt (District-wide)  
383-2298  
[James\\_Colt@boces.monroe.edu](mailto:James_Colt@boces.monroe.edu)

Greta Johnston (District-wide)  
383-6641  
[Greta\\_johnston@boces.monroe.edu](mailto:Greta_johnston@boces.monroe.edu)

Andrea Rock (EMCC)  
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