

Eastern Monroe Career Center



Student and Parent/Guardian Handbook 2021-2022

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 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.

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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:

Emergency Services will run from 8:10 – 10:30 am

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

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

Emergency Services will run from 11:35 am – 1:40 pm

Childcare Professions will run 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 not permitted to drive to EMCC. Students must take their designated home school or BOCES transportation. Students who drive to EMCC will be subject to getting their car towed. Expenses incurred as a result 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 while at EMCC.

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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 to post-secondary education. Students are responsible for making the most of their EMCC opportunity; this begins with good 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. The home school may not grant credit for a student's EMCC course if their attendance falls below 85%, whether the absences are excused or unexcused.

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)

School Messenger

The Eastern Monroe Career Center uses an automated attendance calling system to inform parent/guardians each time their child is "unexcused absent" without proper notification. When a parent/guardian is notified of his/her

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 parent/guardian/guardians of student absences:

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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 (e.g., required to be in court)
6. Authorized school activity (e.g., 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 in order to keep parents/guardians informed of their child's attendance status.

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

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Administrative Action – Appeal Stage:

If the student does not follow the attendance agreement, the EMCC principal reviews documentation (school messenger logs, phone logs, intervention notes, attendance letters, and/or meeting summaries) and takes appropriate action.

Early Dismissal

Students need to provide notice in writing from a parent/guardian or home school administrator in order 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 more than 10 minutes 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 #1 BOCES website:

<http://www.monroe.edu>

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Use of School Computers

Acceptable Use Policy

Students are required to accept the Monroe #1 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 the EMCC administration.

Student Code of Conduct

Students at the Eastern Monroe Career Center are expected to follow the Monroe #1 BOCES Code of Conduct.

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.

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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 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 similar to 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 rules and clothing requirements during the first few days of the school year, and will monitor compliance throughout the school year. It is the students’ responsibility to be aware of the safety rules and procedures in their class and to follow general safety guidelines at all times.

* Failure to follow safety rules may result in disciplinary action and/or removal from the EMCC class.

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.

Telephone Use

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

It is expected that students 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 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 problem continues, the teacher will ask the student for their cell phone, and then turn it over to administration. Administration will call the student's parent/guardian to discuss the issue and make suitable arrangements for the phone to be picked up. If the student refuses to turn over the cell phone when asked, consequences will be assigned.

Student Field Trips

Field Trip Eligibility

EMCC provides educational field trips that may occur during the school day or involve staying overnight. 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, free from the following offenses:

- Fighting
- Insubordination
- Disrespect toward others
- Drug/weapons possession
- Vandalism
- Theft

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 students on their personal characteristics (attitudes, habits, and attendance), 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 parent/guardians and home school districts.

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. 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 schools hours by appointment. Staff in the SSC are available to provide assistance to students on most activities assigned to students in their programs. Students should ask their teacher for information on how to access the SSC.

Student Work Experience

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

Shadowing

The shadowing program provides an 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 EMCC instructor and Diversified 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 Diversified Work Experience Coordinator is available to help with student placements for class related work experiences.

Student Organizations

National Technical Honor Society

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

- 90% grade average
- 95% attendance
- Demonstration of the following character attributes:
Skill, Honesty, Service, Responsibility, Scholarship, Citizenship, and Leadership

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.

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Notice of Non-discrimination

The Monroe #1 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
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