

EAST ROCHESTER UNION FREE SCHOOL DISTRICT

# STUDENT HANDBOOK



MIDDLE LEVEL ACADEMY  
& HIGH SCHOOL

# Table of Contents

Middle Level Academy/High School Period Schedule .....	5
MLA/High School Clubs, Organizations & Activities .....	5
Academic Integrity.....	6
Consequences of Academic Dishonesty .....	6
Attendance .....	6
Compulsory Education Law .....	6
Eligibility for Extracurriculars and School Privileges .....	7
Internet Acceptable Use Policy .....	8
East Rochester School District Password Policy.....	8
Other Modes of Transportation .....	10
Care of School Property.....	10
Character Education.....	10
Closed Campus.....	10
Course Weighting System .....	10
DASA.....	11
Dances .....	11
Administrative Detention .....	11
Dropping/Adding Courses during the School Year.....	11
Electronics including Photographing, Filming, Recording, Cell Phones, iPods and other Electronic Equipment	11
Emergency School Closing .....	11
Foreman Center Students.....	12
Health Office.....	12
Screening Evaluations .....	12
Physical Exam Requirements for HS Students .....	12
Sports Certification .....	12
Dispensing Medicine.....	12
Homework .....	13
Honor Rolls .....	13
In-School Suspension .....	13
January and June Examinations.....	14
Leaving School Early .....	14
Lunch Period.....	14
NHS Selection Procedures .....	14

<b>Out-of-School Suspension .....</b>	<b>14</b>
<b>Parent Conferences .....</b>	<b>15</b>
<b>Physical Education.....</b>	<b>15</b>
<b>Pledge of Allegiance.....</b>	<b>15</b>
<b>Posting or Distribution of Written Material .....</b>	<b>15</b>
<b>Property Search .....</b>	<b>15</b>
<b>Pupil Records and Information .....</b>	<b>15</b>
<b>Social Probation .....</b>	<b>15</b>
<b>Students Rights and Responsibilities .....</b>	<b>16</b>
<b>Superintendent's Hearing .....</b>	<b>17</b>
<b>Reporting Violations.....</b>	<b>17</b>
<b>Range of Disciplinary Consequences .....</b>	<b>17</b>
<b>School Spirit.....</b>	<b>17</b>
<b>Teacher Removal of Disruptive Students.....</b>	<b>17</b>
<b>Student Dress Code .....</b>	<b>17</b>
<b>Student Complaints and Grievances .....</b>	<b>18</b>
<b>Student Load Requirement.....</b>	<b>19</b>
<b>Student Lockers.....</b>	<b>19</b>
<b>Study Hall Rules- Academic Preparation Period .....</b>	<b>19</b>
<b>Summer School .....</b>	<b>19</b>
<b>Tardiness to Class.....</b>	<b>19</b>
<b>Testing Programs .....</b>	<b>19</b>
<b>Truancy.....</b>	<b>19</b>
<b>Work Permits.....</b>	<b>19</b>

# STUDENT HANDBOOK

## Our District's Mission

The Mission of the East Rochester School District is to prepare students to be college and career ready and to provide a quality education in a safe environment where all students develop the abilities, attitudes and values necessary for responsible, productive citizenship.

## Our District's Vision

The Vision of the East Rochester School District is that students will learn through the highest quality instruction which recognizes each student's strengths, talents, interests, learning styles and rates of learning, using developmentally appropriate methods.

## Our District's Core Values - S.O.A.R.S.

**Students First:** Students are our first priority. We dedicate ourselves to holistic student development in a safe, nurturing environment.

**Opportunity:** We provide every student equal access to strong academic programs, clubs, teams and events that enable students to reach their fullest potential.

**Achievement:** Everyone can improve. We collaborate to learn, observe, measure and grow. We proudly celebrate achievements.

**Responsibility:** We are all accountable to ourselves, to our students and to each other. Our shared responsibility is to be respectful.

**Strength:** Together, we will accomplish excellence.

## Goals

- 1. Targeted Academic Success-** Provide an authentic, individualized, age-appropriate, inclusive, and student-centered approach to instruction through realistic assessments to gauge student performance and our efforts to support their learning. Offer diverse programming options to enhance learning opportunities and focus professional learning communities around continuous student achievement. Promote critical thinking, effective communication, and a growth mindset in our educators and our students to empower them to meet the expectations for learning in our rapidly changing world.
- 2. Social and Emotional Stability-** We are committed to the holistic development of every child. While a primary focus for schools is academic achievement, we realize that social and emotional stability is essential for success in the classroom, a foundation for problem solving and an integral part of effective communication in and outside the school building. Through the implementation of multi-tiered systems of support, we will promote self-efficacy and resilience within our students and employees as they face difference challenges before, during and after school hours. Our instructional practices will be trauma informed with the aim at ensuring that all students can learn regardless of their life circumstances.
- 3. Engagement in Education-** To succeed in our mission, we must have all stakeholder groups regularly involved in dialogue about student performance. Strive to create and enhance learning partnerships that focus on student empowerment, giving families a voice in our curriculum process, and our community engaging in and supporting academic initiatives. It is essential that our engagement is regular and predictable. Engage in partnerships with community groups, agencies, and families to foster pride in our work on campus.
- 4. Alignment of Support Systems-** We will have streamlined communication, processes and procedures that govern our operations. Strategic initiatives including curriculum, technology, budgeting, infrastructure, and long-range planning will be focused on outcomes for students and staff. Our district level departments will provide direct support to buildings and departments to ensure they are equipped to meet targets. Our work will enable employees to work as part of a team whose goal is to support the measurable growth and development of students and staff.

## Board of Education and Administration

### Board of Education

- Mrs. Jennifer Majewski-Lesinski, School Board President
- Mr. Vincent Antonicelli, Vice President
- Mr. Matt Hogan, School Board Member
- Mr. Patrick Flanagan, School Board Member
- Mrs. Jenalee Herb, School Board Member

### District Administration

- Mr. James Haugh, Superintendent of Schools
- Mrs. Staci SanSoucie, Business Administrator
- Mrs. Sarah Callahan, Executive Director of Curriculum, Instruction and Professional Learning

### Middle Level Academy/High School Administration

- Mr. David Paddock, Interim Principal
- Mr. Kevin Cafalone, 9-12 AP
- Mr. Jeffrey Onze, Athletic Director/6-8 AP

### Director of Pupil Personnel Services

- Mrs. Monica Stadler, Special Education

### Health, Physical Education, Athletics and Community Recreation

- Mr. Jeffrey Onze

# STUDENT HANDBOOK

## Faculty and Staff

### Middle Level Academy/High School Office Personnel

- Mrs. Cecilia Guzman-Parsons, Main Office Secretary 248-6350
- Mrs. Carol Weber, School Attendance Secretary 248-6321
- Mrs. Rosalie Verdie, 9-12 Guidance Office Secretary 248-6354
- Ms. Tammy Gillette, Dept. of Health, PE, Athletics and Community Recreation Secretary 248-6370
- Mrs. Kristine McCarthy, School Nurse 641-3199

### Middle Level Academy/High School Guidance/Psychological Services

- Mr. Kelleher, School Counselor 248-6354
- Mrs. Rasmussen, School Counselor 248-6354
- Mr. O'Leary, School Psychology 248-6363
- Ms. Melissa Sewruk, Social Worker 248-6335
- Mr. Adam Laycock, 6-8 School Counselor 248-6337



## Middle Level Academy/High School Period Schedule

### MLA/High School Clubs, Organizations & Activities

	Interscholastic Athletics (*See note to right of table)	School Newspaper/ER's Voice
Art Club	Literary Club/Galerie	
Art Club – Middle Level	Masterminds	Student Council
Celtic Music Society	Math National Honor Society	Student Council – Middle Level
Chess Club	Math Team	Tri-M (Music Honor Society)
Coffee House		Varsity Club – Boys
Environmental Club	Musical Stage Crew – Middle Level	Varsity Club – Girls
Environmental Club - Middle Level	Musical (SPRING) / Stage Crew	Yearbook/Gagashoan 9-12
ER Crew	National Honor Society	Yearbook – Middle Level
ER Connects	National Junior Honor Society	
Foreign Language Club	Science Olympiad	
Intramurals	Science Olympiad – Middle Level	

\*Participation on sports team(s) for 7<sup>th</sup> and 8<sup>th</sup> graders – note students may participate on modified, J.V. or Varsity teams as determined by Selective Classification Processes.

## Academic Integrity

Part of our school's job is to encourage students to demonstrate honesty in their dealings with others. Honesty helps create dignity and pride and is valued by our society. Violations of academic honesty include, but are not limited to, the following:

- Giving or copying exam questions or answers, homework, seminar assignments, lab reports, etc.
- Changing data on labs
- Plagiarism – According to Black's Law Dictionary, "Plagiarism is the act of appropriating (taking) the literary composition of another, or parts of passages of his/her writings or the idea or language of the same and passing them off as the product of one's own mind". In other words, do not copy any word or idea, in part or whole, from anyone.
- A pattern of absences on days when tests, deadlines or classroom auditions are scheduled.

## Consequences of Academic Dishonesty

Academic dishonesty is a serious offense. If you are unclear about the proper method of documenting sources, you are urged to seek the help of a faculty member to ensure proper procedures. **Violation on Regents exams is subject to State Education Law.**

- o **First Offense** - Receive a zero for the assignment and parent notified.
- o **Additional Offenses** - Receive a zero for the assignment and parent meeting with Administration.

## Attendance

Attendance in school is critical for students' academic success. Students must be in school on time when school is in session. Students must follow attendance procedures for leaving the building. It is each student's basic responsibility as a member of the school community to be on time and attend all classes. The instructional day begins at 7:45 a.m. Daily telephone calls will be made to parents or guardians to report unexcused absences.

Based upon the New York State Education law and East Rochester Union Free School District's education and community needs, values and priorities, the District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

**Excused:** An absence, tardy 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 court appearances, attendance at health clinics, approved college visits, obtaining learner's permit, road test, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

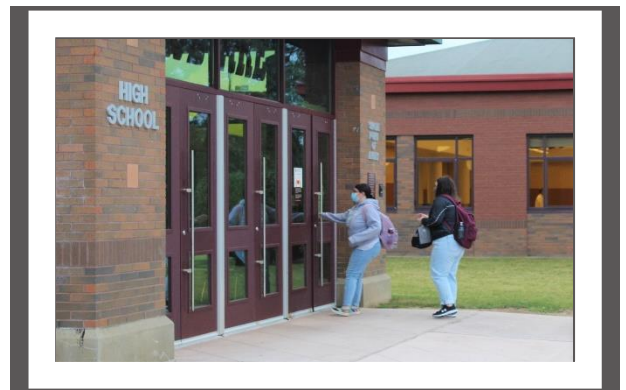
**Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, oversleeping).

The district 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 handbook, 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, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

Students absent from school due to illness are not allowed to attend extra-curricular activities even as spectators. Students absent from school must assume responsibility for making up work missed with each teacher.



## Compulsory Education Law

The Compulsory Education Law requires the regular school attendance of all children between 6 and 16 years of age. The law requires students to remain in attendance until the last day of the school year in which they become 16 years of age. A parent/guardian is responsible for a student conforming to all attendance regulations and procedures. Repeated violation of attendance rules will be considered insubordinate behavior and the student will be subject to disciplinary measures.

State law requires that students' attendance records be maintained by all public schools. All absences and tardiness are considered unexcused until the student brings a note to school following the absence(s) or tardy(s). Under Compulsory Education Law, it is required that, in addition to a phone contact (248-6321), written documentation of the absence(s) or tardy(s) must be provided by the parent or guardian. The written documentation should include a note with the student's name, date, day(s) of absence, the reason for the absence and the parent/guardian's signature. Parents/Guardians who allow children to be excessively absent or tardy without a verifiable explanation can be charged with educational neglect.

\*\*\* All notes must be returned within ten (10) school days if the student's absence or tardy. After ten days, notes will not be accepted and the absence or tardy will remain unexcused.

## Eligibility for Extracurriculars and School Privileges

For Participation in Extracurricular Activities (athletic and non-athletic) and for Accessing School Privileges.

As in curricular classes, we value the whole child and believe that students' grades, character/citizenship, behavior and attendance are indicators of their readiness to participate in extracurricular activities and to access school privileges.

Upon administrative notification of student misconduct, the investigation phase will begin:

- The student may be suspended from all extracurricular activities while school personnel determine if a violation has occurred.
- The student will be provided the opportunity to share his/her version of the event in question\*.
- If it is determined that no violation has occurred, the student will return to full participation.
- If a violation has occurred, the course of action will be communicated to the student and his/her parents/guardians by a school administrator within five (5) days of the conclusion of the investigation.

\*See "Search of Student Lockers and Interrogation of Students by School Officials"

The privilege to participate in extracurricular activities can be revoked for a length of time at the discretion of the building principal, or his designee, based on the student's behaviors both in school and outside of school within the community. If participation has been revoked, the building principal will meet with both the student and parent/guardian to discuss the decision and determine steps needed for the privilege to be reinstated.

Students participating in extracurricular activities are role models in our school. As such, they are expected to conduct themselves appropriately and respectfully in the school and community. Failure to do so may result in suspension or removal from a team.

### Examples of Poor Citizenship

#### Legal Matters:

Any matters based on illegal conduct in or outside of school.

#### Poor School Citizenship:

Students may be suspended or removed from an extracurricular club/team when the school Code of Conduct has been violated.

#### Conduct Detrimental to Team/Club/Individual:

Examples: Hazing, drug sale/distribution, fighting, vandalism, theft, violations of the law, etc.

#### Bullying/Cyber-Bullying:

All forms of bullying and cyber-bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

"Bullying" shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

### Attendance and Eligibility for Extracurricular Activities

A student participant in extracurricular activities must be a bona fide student of the Middle Level Academy or High School taking at least five subjects, including physical education.

The student-participant must be in regular attendance 85% of the time. Attendance pertains to being in school and being on time for school.

Student-athletes must have a medical examination prior to any participation in any inter-school competition. Any student excused from physical education class for medical reasons will not be allowed to participate in extracurricular activities (in athletics, a practice or a contest) on the same day or days for which the excuse was written.

A student must be present in school no later than 10:45 a.m. to participate in extracurricular activities that afternoon or evening unless legally excused--a doctor's note may be required. The school administration may waive this regulation in extenuating circumstances (ie. funeral, medical procedure). Eligibility applies to any student participating in an activity at the high school level, regardless of grade level.

All students declared ineligible or on probation will be provided with additional instructional opportunities. Students who are Academically Ineligible (based on grades, behavior, attendance) will not be eligible for selection to the Moving Up Day Coronation Court, Homecoming Princess and Spirit Queen if they are ineligible at the time of the voting. Names of ineligible students will not appear on the ballot. In addition, ineligible male students may not be selected as Homecoming escorts. Students who are deemed ineligible may be elected as officers of extra-curricular clubs, including classes, but may not serve in their duties during periods of ineligibility.

During each eligibility period, a list is created based on failing grades and students failing two or more courses can attempt to remove their name from this list by obtaining a "yellow sheet" from the Assistant Principal's office. These yellow sheets are then taken to the classroom teacher of the course that is currently being failed. The student and teacher come up with a plan and the teacher signs the form when he or she feels the student has moved back into "good standing" (this often occurs within the time span of 1-3 weeks). This signed form is returned to the Assistant Principal and the name is removed from the ineligibility list.

Students who are ineligible are not allowed to participate in any contest or performance. Students who actively participate in an extracurricular activity may continue to practice and rehearse at the discretion of the coach or director. They may not dress in uniform but may attend, as spectators, those contests or performances they would otherwise be participating in were they eligible.

Any student going on a trip sponsored by an extracurricular organization, club, team, etc. will not be allowed to go if the student, at the time of the trip, is ineligible. Any non-refundable money will be forfeited. Students and parents are to be informed of this at the time of the initial sign-up and both are to agree to it in writing. A form letter will be provided to the advisor/coach to accomplish this task.

## **Internet Acceptable Use Policy**

[See Page 18 in Code of Conduct](#)

## **East Rochester School District Password Policy**

### **Overview**

Passwords play a very important role in computer security. They are the front line of defense for user accounts and a poorly chosen password may result in the compromise of East Rochester School District's entire network. As such, all East Rochester School District students and employees (including contractors and vendors with access to East Rochester School District systems) are responsible for taking the appropriate steps, as detailed below, to select and secure their passwords.

### **Purpose**

The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords and the frequency of change of those passwords.

### **Scope**

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any East Rochester School District facility, has access to the East Rochester School District network or stores any nonpublic East Rochester School District information. This includes faculty, staff, teachers and students.

### **Policy- Password Requirements**

#### **Applied to Entire East Rochester Schools Domain (Faculty, Staff, Teachers, Students):**

Maximum Password age:	90 days
Minimum Password age:	1 day Minimum
Password length:	6 characters
Account Lockout duration:	10 minutes
Password complexity required:	Enabled
Account Lockout threshold:	6 invalid logon attempts
Reset account lockout counter after:	10 minutes
Password History:	2 passwords prior



## Guidelines

### Password Construction Guidelines

Passwords are used for various purposes at East Rochester School District. Some of the more common uses include Windows user accounts, web accounts, email accounts, voicemail password, wincap accounts and local router logins. Everyone should be aware of how to select strong passwords.

#### Poor, weak passwords have the following characteristics:

- The password contains less than 8 characters
- The password is a dictionary word (English or foreign)
- The password is a common word such as: Family name, pets, friends, co-workers, etc.
- Computer terms and names, hardware, software, commands, sites, companies,
- The words "East Rochester School District", "school tool", etc. or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxwvuts, 123456, etc.
- Any of the above preceded or followed by a digit (i.e., password1, 1password)

#### Strong passwords have the following characteristics: NOTE: Do not use these examples as passwords!

- Are "unicase"; meaning they contain both upper- and lower-case characters (i.e., a-z, A-Z)
- Includes digits and punctuation characters as well as letters i.e., 0-9,!@#%&^&\*()\_+|~-='{}[]:"';<>?,./)
- Are at least fifteen alphanumeric characters long and is a passphrase (OhmyL00kAtTh3TIM3!)
- Passwords should never be written down or stored online. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or some other variation

### Password Protection Standards

Do not use the same password for East Rochester School District accounts and other non-East Rochester School District access (i.e.) personal ISP accounts (at home or other), home computer accounts, other personal email accounts, option trading, benefits, etc.). Additionally, where possible, don't use the same password for different East Rochester School District access needs.

Do not share East Rochester School District passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential East Rochester School District information.

There may be times where non-critical passwords (such as School tool, Windows login, Lotus Notes email) may be requested by the IT staff to assist in the administration of an account. Under these circumstances it is appropriate to share the account password with the IT staff. If the account owner has any questions or concerns about releasing their account password to the IT staff, they are to contact the IT director to verify such actions.

#### Here is a list of "don'ts":

- Don't reveal a password over the phone to anyone outside the IT department
- Don't reveal a password in an email message
- Don't reveal a password to a boss
- Don't talk about a password in front of others
- Don't hint at the format of a password (i.e., "my family name")
- Don't reveal a password on questionnaires or security forms
- Don't share a password with family members
- Don't reveal a password to co-workers while on vacation

If someone demands a password, refer them to this document or have them call someone in the Information Technology Department.

Do not use the "Remember Password" feature of applications.

Again, do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption.

If an account or password is suspected to have been compromised, report the incident to the IT office and change all passwords.

### Enforcement

Any student found to have violated this policy might be subject to disciplinary action.

## Other Modes of Transportation

We value student safety above all other aspects of our work. Bike racks are provided, and all bikes should be locked since the school cannot assume responsibility for them.

Other forms of student transportation including, but not limited to, skateboards, hoverboards, roller skates, sneaker skates and rollerblades are not to be used on school property.

“ We value student safety above all other aspects of our work. ”

## Care of School Property

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142. Any damage to property should be reported to the main office or the appropriate teacher. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under the law. If a student damages school property, he or she and/or his/her parents or guardians shall be required to pay the district for the value of the damaged property up to the limit of the law. State law now permits parental liability up to five thousand dollars (\$5,000).

Littering is offensive to others, creates a negative environment and creates unnecessary work for the custodial staff. A student found littering will be subject to disciplinary action. PLEASE KEEP YOUR SCHOOL CLEAN!

Students are also issued various school materials during the school year. All students are responsible to return any school item in the same condition they received the item. The school district is and should be responsible to our taxpayers. Students and parents will be charged for any school issued materials not returned by the end of the school year. Students need to be concerned and conscientious about materials that are school owned.

## Character Education

The East Rochester School District works in partnership with parents to maintain learning and working environments that support positive student attitudes and the character development of its students. Character 12` development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work and respect for others.

Parents, students and the school community will work together to teach, promote and model ethical behavior. The East Rochester School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.



## Closed Campus

Only seniors are allowed to access the privilege of leaving school grounds during their lunch or open periods. Seniors who choose to access this privilege are responsible to the expectations outlined in the “Eligibility for Extracurricular and Privileges” section of this handbook. These students must return back on time for their next class. If they are late, students will receive disciplinary consequences that could include losing their lunch privilege. Parents may request their child not be allowed to leave at lunch and this will be enforced. All other students must remain on campus and eat lunch in the cafeteria.

Students who leave school grounds without permission will meet with administration

## Course Weighting System

Many of the courses offered for high school credit differ substantially in their level of academic challenge. This is taken into consideration when determining class rank. A differential weighting for computing a student’s Grade Point Average (GPA) has been developed as a means of fairly assessing the academic achievement of our students. Course weighting will be limited to all Advanced Placement courses plus advanced courses in math and science that are above and beyond the minimum required of all students for a Regents diploma.

The unweighted grade as given by the teacher will show on the report card and transcript. The computer program will automatically do the weighting of grades and the weighted grade will be used in the calculation of GPA. The weighted GPA will be used for determining rank in class and honor roll, credit roll and honor society eligibility. The GPA shown on a student’s transcript will be unweighted.

## DASA

The Dignity for All Students Act (DASA) provides all public school students with an environment free from discrimination and harassment and fosters civility in public schools. The Dignity Act states that no student shall be subjected to harassment, discrimination, bullying or cyberbullying by employees or students based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender/gender identity on school property, at a school function or off school property. Students are encouraged to report any violation of the aforementioned instances to school administration. DASA reporting forms can be found in school offices or on the district's website.

## Dances

All dances are for East Rochester MLA and High School students only, unless specifically indicated that guests are invited. Guests are usually allowed to attend the Junior Prom and the Senior Ball, provided they have been registered and approved by the building administration. Approved guests will be asked to present a photo ID at the door.

Students will be required to submit information about the guest such as name, school, age, address, phone number, etc. Guests who attend school in another school district and who do not get a positive referral from that school will not be allowed to attend an East Rochester dance. The same is true for past East Rochester students whose behavior was unacceptable while attending East Rochester schools. Guests not attending school anywhere with known records not conducive to East Rochester's standards for acceptable behavior will not be allowed to attend East Rochester dances. These precautions are necessary to ensure the safety and well-being of all those in attendance at our dances

## Administrative Detention

[See page 9 in Code of Conduct.](#)

## Dropping/Adding Courses during the School Year

Open changes can only be made during the beginning of the third week of the courses, with exceptions for scheduling errors. Starting the fourth week of school, changes will require a parent signature, teacher signature, the counselor's signature and the building administrator's signature. Final approval is determined by the building principal. Students are expected to continue attending class until all necessary signatures have been obtained and the proper forms have been submitted to the guidance department. Students will be considered skipping if they do not attend class without formally dropping it. Following withdrawal from a course, the student's record will show a WP (Withdrawal Passing) or WF (Withdrawal Failing) for a final grade based on Principal's discretion.

## Electronics including Photographing, Filming, Recording, Cell Phones, iPods and other Electronic Equipment

Students are strictly forbidden from taking still photographs, videos or recordings of any other student, staff member or visitor without their knowledge and permission.

**Cell phones** are prevalent in society and schools. Cell phones, like many other tools, should be used as a necessary tool, not one that distracts the learning in our classrooms (as determined by the classroom teacher). Cell phones confiscated by staff will be turned into building administration.

\*\*\*If a student refuses to give the cell phone to the staff member, this constitutes insubordination. The cell phone battery must be included with the phone. This will lead to immediate in-school suspension for one day in addition to the consequences above. If the student refuses to hand over the phone to administration, this will lead to out-of-school suspension in addition to the above consequences.

For MLA students, cell phones are not permitted during the school day, including lunch period, and must remain in lockers.

At no time should a cell phone be out in bathrooms or locker rooms. Any use at all of cell phones in locker rooms and bathrooms is strictly prohibited.

The ERHS staff and district are not responsible for any of the above items brought to school. It is up to each individual student to secure and be responsible for any electronic devices (including cell phones) they bring into the building.

## Emergency School Closing

Whenever it becomes necessary to close school because of inclement weather or any other emergency, announcements will be made using the following media:

- SchoolMessenger Applications
- School Webpage
- School All-Call System
- WISH (95)
- WRMM (101.3)
- WHAM (1180)
- WCMF (96.5)
- WXXI (91.5)
- WPXY (98)
- WVOR (100.5)
- WBEE (95)
- TV Channels 8, 10, 13, 21

***The radio and TV stations are called at approximately 6:30 a.m. to begin announcing. Please do not call the school. If no announcement is made, school will be in session as usual.***

## Foreman Center Students

Attendance at the Foreman Center is a privilege. Students attending the Foreman Center must follow all East Rochester and Foreman Center policies and procedures while in school and on the bus. Regular attendance is mandatory and will be monitored closely. Poor attendance will result in dismissal from Foreman Center Programs. All students are required to ride the bus to and from the Foreman Center unless they have received permission from EMCC. Students cannot transport other students. Students who do not follow these procedures may receive disciplinary consequences.

## Health Office

The Health Office coordinates the delivery of health services to students. The school nurse administers first aid for accidents and emergencies occurring at school, assesses each student who comes into the office with an illness, dispenses medications and performs all screenings listed below.

A student who feels ill during the school day should report to the Health Office with a signed pass from their teacher. Between periods, students should check in with the upcoming teacher and bring a pass. After an assessment is made, the student will either return to class, be allowed to lie down as required or the parent or guardian will be contacted. If the student needs to be dismissed from school, the nurse must speak with the parent or guardian to confirm plans for dismissal and to convey any pertinent medical information. Students may be picked up by a parent, a parent designee or be given permission to walk or drive themselves home.

## Screening Evaluations

New York State mandates the following screening evaluations:

1. Annual distance and near vision for all grade 7 and 11 students
2. Hearing evaluation for all grade 7 and 11 students
3. Annual scoliosis evaluation for all grade 7 girls and grade 9 boys.
4. New student screening including distance and near vision, color perception, hearing and scoliosis

## Physical Exam Requirements for HS Students

New York State law requires parents/guardians to furnish a certificate of physical examination for all students in grades 7, 9 and 11, any student new to the district, yearly physical exams for students participating in sports and students seeking work permits. Sports physicals are offered each summer. However, students are strongly encouraged to schedule physicals with their own physicians. Dental certificates for grades 7, 9 and 11 are optional. Additionally, New York State law requires adherence to the immunization schedule for school entrance and attendance.

## Sports Certification

Students who wish to participate in sports must have an updated physical exam, good for 12 months, on file in the Health Office. The parent and student must also complete the ER school athletic registration form in the rSchoolToday.com system for each sport season in which he/she participates. **All physical exam forms must be submitted to the Health Office at least 3 school days prior to tryouts in order to be reviewed and processed by the nurse.**

## Dispensing Medicine

The school may not dispense ANY medication (prescription OR over-the-counter) to any student without specific written authorization and instruction from the student's parent and health care provider. **All prescription and non-prescription medications require a health care provider's order.** All medications must be in the original containers and properly labeled with specific directions and current dosage. A new health care provider and parent authorization form is required each school year. A new form is also required if the dosage changes or is discontinued. ½ pill doses must be sent in with pills already cut. A parent or guardian must deliver all prescription medication to the school nurse. At the end of the school year the parent or guardian must pick up the medication from the school nurse.

**Students are permitted to self-carry over-the counter medication, inhalers and/or epi-pens only when compliant with ALL of the following:**

1. All medication MUST be in the original container.
2. All students must have a signed consent form on file in the health office from both the parent/guardian AND a health care provider stating they are self-directed and permitted to self-carry the medication.
3. Students may NOT give any medication to anyone else at any time. A violation of this policy will result in medication confiscation, loss of self-carry privilege AND parent and administrator notification.

If you have any questions regarding health services, please feel free to contact the school nurse at 248-6372.



## Homework

Homework provides excellent opportunities for developing good study habits, allowing for individual differences and abilities and encouraging self-initiative on the part of the student.

Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- Providing a study area free of distractions and with good lighting;
- Asking questions about the content of student homework;
- Giving requested assistance but letting the student do his or her own work;
- Avoiding undue pressure; and
- Creating a “homework habit” at the same time each night.

The East Rochester School District believes that parental involvement in students’ homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

When a student is absent, it is possible for homework assignments to be collected. Arrangements to collect assignments can be made through the attendance secretary or the guidance office. Contacting the school first thing in the morning increases the chance for all homework to be collected.

## Honor Rolls

Four times each year, after report cards are issued, High Honor, Honor, and Credit rolls will be generated based on grades received during the quarter. Eligible students must

be enrolled full-time, have passed all courses and have no incompletes. High Honors will be awarded to those students with minimum-weighted averages of 95. Honors will be awarded to students with minimum weighted averages of 90. Credit Roll will include students with minimum weighted averages of 85.

## In-School Suspension

[See page 21 in Code of Conduct](#)

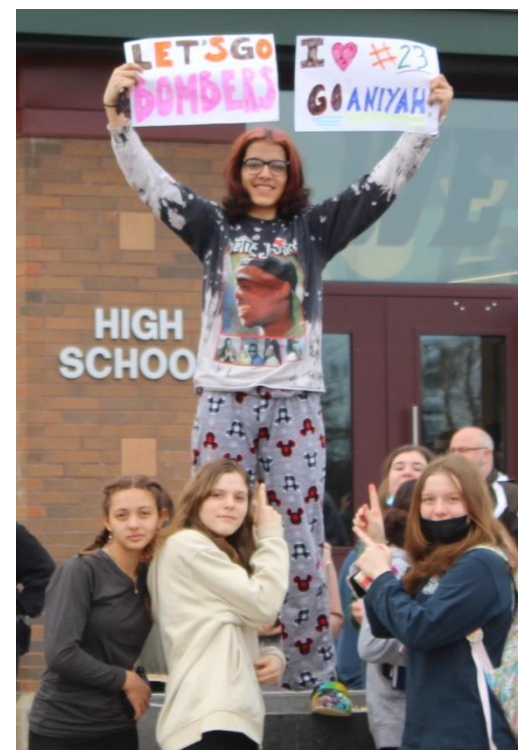
### The following guidelines apply to students assigned to in-school suspension (ISS):

- Students are expected to have materials with them when they arrive to the ISS room at the beginning of the day.
- Cell phones need to be turned in to the ISS Supervisor at the beginning of the day.
- Any student who refuses to turn in their cell phone, will move to OSS for the remainder of that day and the following day.
- No food or drink is permitted in ISS except during the designated lunchtime.
- Students who do not bring lunch with them will be escorted to the cafeteria to obtain lunch.
- Students are to remain quiet and in their assigned seats. They are to communicate with the ISS supervisor only.
- Students are expected to engage in academic activities only. Students are not allowed to put their heads down or to sleep.
- Students who are assigned to ISS for the school day are not allowed to participate in extracurricular activities the same day.
- Students who are disruptive and/or uncooperative in ISS will be subject to additional disciplinary consequences including additional ISS day(s) and/or Out-of-School Suspension.

“

The East Rochester School District believes that parental involvement in students’ homework is essential to making homework an integral part of the educational program.

”



## January and June Examinations

All students are expected to take January and June examinations during the scheduled exam period. If a student is ill and cannot come to the exam site, the main office should be notified as soon as possible so that alternative plans can be made. Students who miss NYS Regents exams must wait until the next scheduled NYS examination period to take the Regents exams.

## Leaving School Early

If, for any reason, it is necessary for a student to leave the building during the regular school day, he/she must bring a written excuse from his/her parent/guardian to the main office before leaving the building. The note should specify the student's name, date, time, reason for leaving and whether or not the student will be returning to school and, if so, when.

## Lunch Period

All underclassmen and seniors who remain on campus during lunch must eat in the cafeteria unless they are meeting with a teacher during their lunch. Those students who have finished eating may go outside to designated areas with a lunch supervisor but need to remain on school grounds for the remainder of their lunch period. Students are not permitted to roam the hallways during lunch. They must have a pass from a staff member to go to any class or the library.

***\* Students are not permitted to order lunch from outside vendors. Delivery personnel will be asked to leave school property.***

## NHS Selection Procedures

The East Rochester Chapter of the National Honor Society has established the following guidelines for selection, based upon the standards set by the NHS National Council. The National Honor Society is more than just academic recognition. Selection into the NHS is based upon a candidate's outstanding performance in the areas of scholarship, service, leadership and character. Eligible candidates for our chapter of the NHS will provide information detailing all of their high school activities and the Faculty Council, a group of five teachers appointed by the principal, carefully reviews the information based on the criteria below.

**Scholarship:** Junior or senior candidates are eligible for selection into the NHS if their cumulative weighted high school GPA, without rounding, from the most recently completed school year is 90% or above.

**Leadership:** Student leaders are often viewed as those students who are resourceful, good problem solvers, involved in and promoters of school activities, idea contributors, dependable, and who are both organized and organizers. Experiences to be considered under the leadership criterion can include activities that originate in the school or community or both. These activities can include, but are not limited to, sports, music, clubs, etc.

**Service:** This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service.

**Character:** A student of good character can be said to be one who upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern and respect for others; and is a good citizen. It should be noted that the candidate's character is surveyed by means of a Faculty Evaluation Form. The Faculty Council is provided with the results of the character survey in addition to attendance and discipline histories for each of the candidates.

**Candidates who have met the scholarship requirement will be sent student activity information forms in which they may detail community service, activities, and leadership positions they have held. If, upon completing the student activity information form, a candidate feels there is pertinent information that he or she would like the Faculty Council to consider, there is the option to include a brief written statement, which may detail any personal situations relevant to their selection to the NHS.**

Selection for membership to the East Rochester chapter of the NHS "shall be by a majority vote of the Faculty Council" (Article IX, Section 3 of the NHS Constitution). Although NHS Chapters are not legally or constitutionally required to share with parents and students information concerning student selection, we feel it is important to discuss with these candidates the reasons they were not selected for admission. If the candidate is not satisfied with the information provided by the NHS Advisor, it is the right of the candidate to appeal to the principal. However, as stated in the NHS Handbook, "if the principal believes that some kind of technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene to review the situation." In other words, it is not within the Principal's rights to overturn the vote of the Faculty Council, it is only to ask the Council to vote again in the event there was an error in obtaining or summarizing the candidate's information.

## Out-of-School Suspension

[See page 22 in Code of Conduct.](#)

When a student is suspended, it is his/her responsibility to make up schoolwork within one (1) week of returning to school. Students who are suspended out of school are not allowed on school grounds. If a student needs to enter the building for any reason, arrangements are to be made through the main office prior to arrival. Suspended students are not allowed to attend school activities either on or off school grounds (i.e. away sporting events). Suspension officially ends at 11:59 p.m. of the student's last day of OSS. Failure to remain off school grounds will be considered illegal trespassing and the local authorities may be contacted.

## Parent Conferences

Parent-teacher conferences are an integral part of the educational process. Parents wishing to meet with school personnel may call the guidance office to schedule appointments. Meetings with teachers, counselors and/or building administrators will be scheduled so that disruptions to the regular school day and instructional time are kept to a minimum.

## Physical Education

Physical Education is a required course for graduation. Each student receives a ½ credit each passing year of Physical Education. All students must receive 2 physical education credits to meet graduation requirements. Medical excuses: Any student who is unable to participate in Physical Education class for medical reasons must have a note from the doctor on file in the nurse's office. The student will be responsible for completing an "Alternative Physical Education Project" throughout the duration of their medical excuse. Students on a medical excuse must earn a grade of 65 or higher in order to pass Physical Education for the year. Dress Code: Students must dress appropriately for each activity and weather conditions. Proper footwear is always required.

## Pledge of Allegiance

Students are expected to display respect for their country during recitation of the Pledge of Allegiance.

## Posting or Distribution of Written Material

Distributing or posting written material on school property is permitted only with prior approval by the building administration. School officials may regulate the time, place and manner of distribution.

## Property Search

Any personal property brought to school, including automobiles, is subject to search; bringing a car or book bag on campus constitutes consent to search. This includes cell phone searches of messages and photos. Students are notified of this fact through this Student Handbook and at the student orientation meeting at the beginning of the school year.

## Pupil Records and Information

Pupil records are available for inspection and review to the person(s) in legal custody of a student under 18 years of age. Records are classified as confidential and may not be released or made available to persons other than person(s) in legal custody or students 18 years of age or older without written consent of such person(s) or student. Exceptions to this rule are school employees and officials, as well as certain state and federal officers who have a legitimate educational need for access to such records in the course of their employment. For further information, contact the school principal or guidance department.

## Social Probation

A student may be placed on social probation for violations of Student Handbook policies as determined by the administration (e.g. the Principal, Assistant Principal or Athletic Director). Social probation means that a student cannot attend or participate in any extracurricular school functions (dances, athletic events, etc.) for a set period of time, as determined by the administration.



## Students Rights and Responsibilities

[See page 6 in Code of Conduct.](#)

### SEARCH OF STUDENT LOCKERS AND INTERROGATION OF STUDENTS BY SCHOOL OFFICIALS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the Superintendent, building principals, assistant principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

### GRIEVANCE PROCEDURE

In the event of an alleged grievance claimed by a student violating the rights specified in this Bill of Rights and Responsibilities, the following procedure should be followed:

- The student shall discuss the alleged grievance with the teacher, staff member or administrator involved.
- If the alleged grievance is with a teacher and is not resolved through step 1 or if the student is unable to contact the teacher involved, the student should consult with the school counselor in an attempt to resolve the grievance.
- If the alleged grievance remains unresolved at the conclusion of step 2, the student should consult first with the assistant principal and then with the principal in order to resolve the alleged grievance.
- If the alleged grievance remains unresolved at the conclusion of step 3, the student should consult with the Superintendent of Schools.
- If the alleged grievance remains unresolved at the conclusion of step 4, the student should consult with the Board of Education.
- If the alleged grievance remains unresolved at the conclusion of step 5, the student may appeal to the Commissioner of Education.

### VIOLENCE/THREATS TO STUDENTS/STAFF

In today’s society, violence is an issue that directly affects the school community. The East Rochester School District recognizes that the mission for its schools is that of teaching and learning. Any threat of violence directed toward students and staff will be dealt with immediately and severely. Consequences for such threats shall include, but not be limited to:

- Immediate suspension of the student(s) until the case is investigated
- Intervention by authorities
- Possible referral for a Superintendent’s Hearing
- Possible long-term suspension
- Possible placement at an alternative educational program



The intent of this procedure is to ensure the safety and well-being of our entire school family and to recognize that consequences must exist for any person who infringes on another's right to educate, to serve the school community or to be educated.

### **Superintendent's Hearing**

Serious offenses or repeated violations may result in a Superintendent's Hearing. A student will be suspended from school for five (5) days. The student's parent/guardian will be notified by the principal or her designee of the hearing date and time. The student has the right to counsel and to question witnesses during the hearing. If the student is found guilty, the Superintendent will determine further disciplinary action, which may include long-term suspension from school.

### **Reporting Violations**

[See page 14 in Code of Conduct.](#)

### **Range of Disciplinary Consequences**

[See page 13 in Code of Conduct.](#)

The building administration reserves the right to deliver alternative disciplinary consequences based on the severity of the infraction.

### **School Spirit**

School spirit means loyalty to all aspects of our school. Students should support their school and do their utmost to keep scholastic and activity standards at the highest possible level. Spirit also entails courtesy toward others, pride in our accomplishments and sportsmanship during all competitions

### **Teacher Removal of Disruptive Students**

[See page 21 in Code of Conduct.](#)

### **Student Dress Code**

[See page 11 in Code of Conduct.](#)



“ Students should support their school and do their utmost to keep scholastic and activity standards at the highest possible level. ”

## Student Complaints and Grievances

Students will be given an opportunity to be heard regarding complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representative before appealing to the school administration.

A student filing a complaint or alleging that there has been a violation of Title IX and/or Section 504 of the Rehabilitation Act (i.e., that discriminates upon the basis of sex and/or disability) should read the following information regarding the resolution of the complaint or grievance.

## Student Complaints and Grievances Procedures

### Definitions:

- **Grievant** shall mean a student who alleges that there has been a violation of Title IX or Section 504 regulations.
- **Grievance** shall mean any alleged violation of Title IX or of Section 504 Regulations.
- **Compliance Officer** shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX and/or Section 504.
- **Representative** shall mean any person designated by the grievant as his/her counsel or to act in his/her behalf.

Individual complaints and grievances shall be handled in accordance with the following procedures:

To reach an informal solution to the problem, students should try to discuss the incident with the appropriate teacher or staff member. Students may appeal to the highest authority in the school, the building principal, who has the final determination on all such matters.

For resolution of matters where appeal procedures are outlined by law, such as student suspensions, the legal course of action will be followed.

On issues affecting the student body, students may address the student government or Student Council in order to resolve such matters. Students may request a conference with the building principal in accordance with the rules and procedures established by the student government.

The resolution of student complaints, including those alleging any action prohibited by Title IX and/or Section 504 of the Rehabilitation Act, shall be dealt with in the following manner:

## Stages of the Resolution Process

### Stage I – Compliance Officer

Within thirty (30) days after the events giving rise to the grievance, the grievant shall file a grievance in writing with the Compliance Officer. The Compliance Officer may informally discuss the grievance with the grievant. He/she shall promptly investigate the complaint. All employees of the school district shall cooperate with the Compliance Officer in such investigation.

Within fifteen (15) days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that there has or has not been a violation of Title IX or Section 504 of the Rehabilitation Act. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.

If the grievant is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the grievance, the grievant may, within fifteen (15) days after he/she has received the report of the Compliance Officer, file a written request for review by the Superintendent.

### Stage II - Superintendent of Schools

The Superintendent may request that the grievant, the Compliance Officer, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.

The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held, where such parties may appear and present oral and written statements supplementing their position in the case. The Superintendent shall hold such hearing within fifteen (15) school days of receipt of the appeal.

Within fifteen (15) days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX and/or Section 504 of the Rehabilitation Act, and a proposal for equitably resolving the complaint.

If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within fifteen (15) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

### Stage III – Board of Education

When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.

The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within fifteen (15) school days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearings.

The Board shall render a decision in writing fifteen (15) days after the hearing has been concluded.

## **Student Load Requirement**

To be a full-time student at East Rochester High School, all students must carry 6 ½ credits per semester. Any student below 6 ½ credits must be approved by an administrator, in consultation with a school counselor.

If a 9th, 10th or 11th grade student fails English or social studies and does not successfully complete the class in a duly authorized summer school, the student must retake the same course again the following year.

## **Student Lockers**

Lockers are assigned to each student for the purpose of storing books, materials, coats etc. Although students may have exclusive use of a locker, they do not have exclusivity over the locker as against the school authorities. Lockers remain the exclusive property of the school and students should have no expectation of privacy with respect to lockers. Students assume full responsibility for the contents of their lockers.

## **Study Hall Rules- Academic Preparation Period**

Be on time and prepared to work. Sit in the assigned seat.

Students are permitted to listen to music via headphones but must be engaged in some form of academic work. School work includes but is not limited to, homework and general study.

Students are to sign out at the beginning of the period. Teachers will record names, destinations and times and check with the library or any other areas to assure students have arrived.

Teachers are encouraged by administration to utilize pass restriction as a form of addressing misuse of pass abuse or sign-out procedure.

## **Summer School**

Summer school is not guaranteed for all students. Students who do not complete their classes during the school year may not be entitled to take the class over in summer school. Completion means attending class on a regular basis and giving effort towards trying to pass. This includes completing the final exam for the class. Teachers will be asked to submit names to the Guidance Office of students they feel are not entitled to retake their class in summer school because of non-completion of their class. The principal reserves the right to review individual cases when needed.

## **Tardiness to Class**

Classes begin when the bell rings. It is the responsibility of all students to be on time! The teacher, within their classroom management plan, will mark students who arrive late to class tardy and discipline accordingly. Students who fail to comply with the requests of the teacher's management plan will be referred to the office, and there will be consequences assigned by administration, in addition to complying with the original consequences set forth by the teacher.

## **Testing Programs**

Students may meet competency test requirements by passing Regents examinations in mathematics, English, United States History and Government, science and Global Studies, or by having appropriate scores on College Board Scholastic Aptitude Tests or American College Tests. Special testing provisions are made for students with disabilities and Multi Language Learners/English Language Learners. Information on student testing is available from the Guidance Office.

## **Truancy**

Truancy is the willful violation by a student of the compulsory attendance provisions of Article 65 of the Education Law, which requires minors from six to 16 or 17 years of age to attend school full-time. Time on task is extremely important for all students to be successful. If students are truant, they will receive consequences outlined in the range of discipline consequences section of this handbook. Parental consent to a student's absence does not preclude the school district from taking disciplinary action against the student for violating the district's attendance policy.

## **Work Permits**

Application forms for general employment certificates may be obtained from the Guidance Office. Work permits will be issued only after completed application forms have been returned to the Guidance Office. Students must also have had a physical or school sports physical within the previous 12 months of application.

**WE ARE...ER**

**S**tudents First  
**O**pportunities  
**A**chievement  
**R**esponsibility  
**S**trength



*Soaring to Excellence*



