



**monroe one**  
EDUCATIONAL SERVICES

## Cooperative Summer School

Joyce Cymber, Director of Regional Programs and Services

**July 13 - August 15, 2017**

(No school July 21 & 8/4)

## Parent/Student Handbook

### Summer School Sites

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**PENFIELD HIGH SCHOOL**

**Joel Menchel, Principal**

25 High School Drive

Penfield, NY 14526

Office: 249-6812

For students from districts:

Fairport

Honeoye Falls Lima

Penfield

Pittsford

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**EAST IRONDEQUOIT MIDDLE SCHOOL**

**Terry Reynolds, Principal**

155 Densmore Road

Rochester, NY 14609

Office: 339-1560

For students from districts:

East Irondequoit

East Rochester

Webster

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### Website

**<http://summerschool.monroe.edu>**

## SCHOOL CALENDAR

Session I July 13 - July 28

Session II July 31 - August 15

Final Examination Dates: Session I Courses: Friday, July 28  
Session II Courses: Tuesday, August 15  
Local Exams: Tuesday, August 15  
Regents: Wed/Thurs, August 16 & 17

<b>Period 1:</b>
<b>7:40 – 9:50 am</b>
<b>Period 2:</b>
<b>10:00 – 12:10 pm</b>

Due to enrollment, some courses may only be offered at one location. Parents and school districts will be notified of any changes. **Summer School class schedules will be mailed by July 5.**

## Emergency Closings

In the event school must be closed due to inclement weather or other emergencies, Monroe #1 BOCES will notify parent/guardians, students and staff via the following broadcasts:

### Television

WROC (Ch.8)  
R News (Ch.9)  
WHEC (Ch.10)  
WHAM (Ch.13)

### Radio

WHAM (1180 AM)  
WCMF (96.5 FM)  
WPXY (97.9 FM)  
WRMN (101.3 FM)

## ATTENDANCE POLICY

- Students are expected to attend summer school every day.
- Credit bearing courses: Students enrolled in both sessions (22 days), who are absent more than three (3) days will be dropped. Students enrolled in one session (11 days), who are absent more than two (2) days will be dropped. Extenuating circumstances will be reviewed by the home school district.

## TARDINESS

- Students are expected to be in class on time.
- Any incidents of tardiness will result in a phone call home and will count against the New York State seat time requirement for course credit.

## GRADING/COURSE CREDIT

- Midterm grades for the six-week courses will be calculated and mailed at the end of the day **Monday, July 31.**
- Six-week grades, Session I & II grades, and final test grades are due by the end of the day **Tuesday, August 15.**
- Report cards will be mailed by **Tuesday, August 22.**
- The **home school** will make the determination whether a student passes or fails and will award credit accordingly.

**PLEASE NOTE:** Once summer school ends, questions regarding a student's grade(s) should be directed to the home school district.

## **TRANSPORTATION (DROP OFF / PICK UP)**

Please contact your school district's transportation office regarding the location and times for student pick-up and drop-off. If your school district is not providing transportation, the parent and/or student is responsible for transportation to summer school. Students should arrive no earlier than **ten** minutes before school begins and be picked up no later than **five** minutes after school ends.

### **East Irondequoit Middle School**

- East Irondequoit Middle School is located at 155 Densmore Road, Rochester 14609. All parking will be on the left, before the bus loop. The student drop-off and pick-up area is located at the front door.

### **Penfield High School**

- Penfield High School is located at 25 High School Drive, Penfield 14526. Student parking will be in the baseball lot to the left of the entrance. Teacher/staff parking will be on the right side in the Commons parking lot. Parking is forbidden in the front loop of the high school. The drop-off and pick-up area for students is also located in front of school.

Note: Security will enforce designated parking to ensure safety at both Cooperative Summer School sites.

## **SCHOOL NURSE**

A school nurse will be available for student emergencies and/or medical needs. Please complete and return the Emergency Contact Medical Information Form with your son/daughter on their first day of summer school. If you need to speak with the nurse regarding your son's or daughter's medical needs, please contact the Summer School main office.

## **ACCIDENTS/EMERGENCIES**

A student should report to his/her classroom teacher if he/she feels 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 a Cooperative Summer School administrator to be excused.

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

## **STUDENT SUPPLIES**

Students should come prepared the first day of school with paper, folders and writing materials. Students will be informed the first day of class if additional supplies are needed.

## **TELEPHONE USE**

Parents/guardians who need to contact their child in an emergency should call the main office at the Cooperative Summer School site.

## REGENTS EXAMINATIONS

- All students **MUST** bring proper **PHOTO ID** on the day of the examination.
- Students should be in the classroom 15 minutes before exams begin.
- Food is **not** available on exam days. Students who are taking more than one exam will need to bring their own lunch.

### EXAMINATION SCHEDULE for AUGUST 2017

Wednesday August 16	Thursday August 17
<b>8:00a.m.</b>	<b>8:00 a.m.</b>
Algebra I RE in English Language Arts Physical Setting/Chemistry	RE in US History & Government Physical Setting/Earth Science
<b>12:00p.m.</b>	<b>12:00 p.m.</b>
RE in Global History & Geography Algebra II	Geometry Living Environment

### **PLEASE NOTE:**

- Every student taking the Earth Science Regents exam **must** retake the Lab Performance Test. June Lab Performance scores **cannot** be used for the August Regents exam. The Lab Performance test will be available at the summer school site August 8 & 9.
- If a student is absent on the day a final exam/assessment is given, that exam **cannot** be made up or administered on another day.

## **COOPERATIVE SUMMER SCHOOL EXPECTATIONS FOR STUDENTS**

### **ATTENDANCE**

- Students are expected to attend summer school every day.
- Credit bearing courses: Students enrolled in both terms (22 days), who are absent more than three (3) days will be dropped. Students enrolled in one term (11 days), who are absent more than two days will be dropped. Extenuating circumstances will be reviewed by the home school district.

### **TARDINESS**

- Students are expected to be in class on time.
- Any incidents of tardiness will result in a phone call home and will count against the New York State seat time requirement for course credit.

### **STUDENT CONDUCT**

- Students are expected to act appropriately, be attentive, show respect for staff and fellow students, follow directions, and complete all assigned class work.
- Discipline referrals may result in a parent conference, out-of-school suspension, or dismissal from summer school.

### **SCHOOL BUILDING**

- Students are NOT permitted to be in hallways or stairwells that are restricted or unsupervised.
- During school hours, students are NOT allowed to leave the building without principal's permission. Any student leaving campus without proper permission will NOT be allowed to return that day.
- No student visitors are allowed.
- Students are not permitted to loiter on school property.

### **PROHIBITED DEVICES**

- Electronic devices (including cell phones) are not permitted during summer school.
- Skateboards, roller blades, and Ripstiks are also prohibited.

### **FOOD/DRINKS**

- Food/drinks are NOT permitted in the classrooms or hallways.
- Bottled water can be allowed in the classroom, if permitted by the teacher.

### **SMOKING**

- The use and/or possession of tobacco products, electronic cigarettes (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) are NOT permitted in the school building, school grounds, parking lot, school buses, and bus loading areas.
- Smoking and tobacco violations will result in out-of-school suspension or dismissal from summer school.

### **FIGHTING/THREATENING/VANDALISM**

- Fighting/threatening/vandalism will result in out-of-school suspension or dismissal from summer school. Restitution will be required for any damages.

## POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL, DRUGS, DRUG PARAPHERNALIA, SYNTHETIC SUBSTANCES, ABUSE OF OVER-THE COUNTER MEDICATIONS, OR PRESCRIPTION DRUGS

- Will result in an immediate dismissal from summer school. If warranted, legal action will be pursued.

## FIREARMS/WEAPONS (in or on school property)

- Possession of firearms/weapons will result in an immediate dismissal from summer school. If warranted, legal action will be pursued.

## SEARCHES

- Students may be questioned or searched without permission and criminal Miranda warnings do not apply. Police may question a student without parent presence, but an attempt will be made to contact the parent before police questioning unless the police won't allow such contact.

## DRESS

- All students are expected to give proper attention to personal cleanliness and to dress appropriately. Students and their parents have the primary responsibility for acceptable student dress and appearance. Students who violate the student dress code will be encouraged to modify their appearance.

## BUS

- Students are expected to be on their best behavior.
- Bus transportation is a privilege; inappropriate behavior may result in suspension from the bus.

## DRIVING

- Students are required to park in the designated areas.
- Misuse of vehicle on school property (speeding, not yielding to busses, loud music) will result in loss of driving privileges and disciplinary referral.

## HOSTILE ENVIRONMENT

- Students may not harass, threaten, bully, or create a hostile environment through verbal threats or physical contact or via cyber use (cyberbullying).
- Students who create a hostile environment will receive out-of-school suspension or will be dismissed from summer school.

## ACADEMIC HONESTY

- Students are not allowed to cheat, copy, plagiarize, or change records. Academic honesty violations will result in out-of-school suspension or dismissal from summer school.

## REPORTING

- Students are expected to report any observed violations of this Code of Conduct.

## **CODE OF CONDUCT**

Monroe #1 BOCES is committed to providing a safe and orderly school environment. Responsible behavior by students, school personnel, parents and other visitors is essential to achieving this goal. The full version of the code of conduct can be found by entering the following link in your internet browser: <http://www.monroe.edu/documents.cfm?id=51.225>

## **THE DIGNITY ACT**

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

At Monroe #1 BOCES we are strongly committed to establishing a positive school culture built on promoting the principles of: safety, respect, and responsibility.

With a focus on Prevention, Reporting and Response, our schools have a goal to end all forms of harassment, discrimination and bullying. You are encouraged to contact your school's Administrator or Dignity Act Coordinator if you have a concern that a student may be the target or perpetrator of any form of harassment.

### Coordinators

A BOCES-wide Dignity Act Coordinator and a number of school-level Dignity Act Coordinators will be appointed to coordinate, implement, and review trends, investigate, track, and remedy allegations of bullying. The following people are designated as Dignity Act Coordinators:

<u>Name</u>	<u>Building</u>	<u>Phone</u>	<u>E-mail</u>
Jim Colt	Foreman Center	383-2298	<a href="mailto:james_colt@boces.monroe.edu">james_colt@boces.monroe.edu</a>
Bill Hurley	Foreman Center	383-6641	<a href="mailto:william_hurley@boces.monroe.edu">william_hurley@boces.monroe.edu</a>

The full version of the Dignity Act can be found at:  
<http://www.monroe.edu/Services.cfm?subpage=3998>

**4/11/17**