

# Northwest College Preparatory High School (NWCP)

940 Fernwood Park  
Rochester, New York 14609  
Phone: (585) 324-9289 ♦ Fax: (585) 324-9205

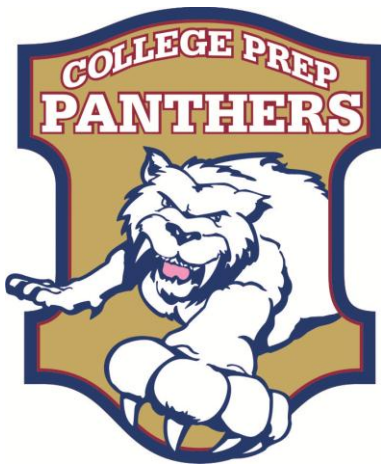


## **STUDENT/PARENT HANDBOOK AND INFORMATIONAL GUIDE 2012 – 2013**

### ***\*Important Note***

*\* While this Handbook is updated annually and it serves as a guide, The Rochester City School District's Board Policy and the New York State Education Department supersede this document. Additionally, every attempt has been made to cover the day-to-day operations of our school, however; circumstances may occur that are not covered under the terms and conditions of this Student Handbook; therefore, Northwest College Preparatory High School reserves the right to initiate revisions and/or to enforce additional policies during the school year. Please contact the principal if questions arise or further clarification is needed.*

**Ms. Toyia Wilson, Principal**  
**Mrs. Virginia Dukes-Smith, Assistant Principal**  
**Mr. Richard Fischpera, Assistant Principal**  
**Mrs. Jamesha Wilson-Snider, CASE**  
**Mr. Richard Roche, Athletic Director**



## September 2012 A Message to Our NWCP Family



Dear NWCP Family,

I am excited to open the 2012-2013 school year. This is the NWCP's 7<sup>th</sup> year since opening so we are still a relatively new school. With our growth, and as we prepare for our biggest 7<sup>th</sup> grade class yet, we have added new staff to support academics therefore we have many new faces.

As we embark on this new school year we are faced with significant challenges. The NYS English Language Arts and Mathematics scores for our 7<sup>th</sup> & 8<sup>th</sup> grades were reported in the local news using District averages. More specifically, NWCP had small gains in 8<sup>th</sup> grade with a significant drop in 7<sup>th</sup> grade in both areas. NWCP always steps up to the challenge and it is evident because by the time our students reach 12<sup>th</sup> grade, they are prepared for college and also by the fact that our 2012 projected graduation rate is approximately 75% which is significantly higher than the District average.

The NWCP staff has been working hard to support growth at our 7<sup>th</sup> & 8<sup>th</sup> grades while maintaining high expectations for all students. Prior to receiving the state scores and after reviewing this year's results, the team has already planned activities in four key areas:

Domain 1: Planning & Preparation - lesson & unit planning. Having a consistent approach to planning that is aligned to the Common Core State Standards and serves as a bridge to APPR (teacher/ principal evaluations) is a significant need.

***How will this look different for parents and students?***

Families will receive course expectations/syllabus from every teacher. Included in this important information will be details about units, grading expectations, methods of communications and key vocabulary for the year.

Domain 2: The Classroom Environment - creating a safe & positive learning environment for ALL students. Our plan includes continuing our implementation of SW-PBS (showing our Panther PRIDE) and also aligning expectations to the CCSS & APPR.

***How will this look different for parents and students?***

There will be more opportunities to focus on positive behaviors that will be embedded in direct instruction and included in communications home. Families will receive tips in areas of focus that could be extended into the home.

Domain 3: Instruction - develop a school-wide approach to delivering tier-2 vocabulary to ALL students. We will work to provide an intense focus on improving the rigor as it pertains to academic vocabulary.

***How will this look different for parents and students?***

There will be 3-4 key vocabulary words every week that the entire student body will focus on understanding and using in every class. Parents will be made aware of the terms, so that learning may extend home.

Domain 4: Professional Responsibilities – engage parents as partners. We will kick off a school-wide implementation to improve relationships with all stakeholders.

*How will this look different for parents and students?*

Communication with families is being considered as a school wide effort, parents will receive more detailed communication from every teacher as well as “Connect Ed” calls.

We have a hard working team and excellent plans to carry us into 2013. We are working hard to make sure our team includes all stakeholders. I believe we have the right people to move our school forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Toyia Wilson', written in a cursive style.

Toyia Wilson  
Principal

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## *OUR VISION*

Preparing students with the skills to be successful in college by providing a rigorous course of study focused on Law, Citizenship, and Government.

## *OUR MISSION*

The Northwest College Preparatory High School seeks to graduate students prepared to become good citizens, future leaders and meaningful contributors to society. Students will grow and learn in a safe and positive environment characterized by cutting-edge technology and highly skilled teachers.

## *OUR CORE VALUES*

### Growth of Individuals & Community

**Explore:** Inspire students to step out of their comfort zone intellectually, emotionally & socially.

**Engage:** Stimulate students to actively participate and be completely present.

**Empower:** Ensure students develop a voice through their education and advocate for their future.

**Commit:** Dedication to excellence by all stakeholders.

**Challenge:** Develop a critical lens, which enables students to view the world from multiple perspectives.

**Respect:** Value one's self and show tolerance & empathy towards the global community.

## *PANTHER PRIDE*

P → Prepared

R → Respectful

I → Independent

D → Dedicated

E → Engaged



**RCS D'S CODE OF CONDUCT OVERVIEW** (for the complete policy, please visit the Rochester City School District's website at [rcsdk12.org](http://rcsdk12.org) or contact the RCS D Board of Education at (585) 262-8100.

## **INTRODUCTION**

The Board of Education is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services **without disruption or interference**.

**Responsible behavior by students, teachers, administrators and other District personnel, parents and other visitors is essential to achieving this goal.**

The Board of Education expects all students, and the parents and guardians of all students to make an ongoing commitment to excellence, which includes the expectation that each student shall make his or her best effort to learn and to perform to the best of the student's ability; to do her or his best to achieve the academic benchmarks adopted for the District; and to meet or exceed the attendance and participation standards adopted by the Board of Education (Policy 5100) as a means of helping each student to succeed in school, the workplace and beyond.

Each parent and guardian is expected to ensure that the student attends school regularly, and to assist the student by taking an active interest in the student's work and other school activities; by supporting and communicating with teachers and with administrators; and by ensuring that the student has done all necessary homework and is otherwise prepared for school; and is properly nourished and rested each day to perform to the best of the student's abilities.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopted this Code of Conduct ("Code"). Unless otherwise indicated, this Code applies to all students, District personnel, parents and guardians, and other visitors when on school property or attending any school function.

Each school building is authorized to enact additional personal conduct and dress code regulations, *supplemental* to this Code, and appropriate to the size and demographics of the population of the school and to the physical plant of each school, in collaboration with representatives of the building's teachers, administrators, other school professionals, parents and students, where such additional personal conduct or dress standards are designed and intended to promote the academic mission and legitimate educational concerns of the particular school; provided, however, that all such personal conduct or dress code regulations shall be reviewed annually at the building level; shall be consistent with the provisions of this Code; and shall be reviewed and approved for consistency and legality by the Superintendent or his designee prior to adoption. In no event shall building regulations impose a standard of dress, conduct or responsibility lower than that established in this Code of Conduct, or attempting Rochester City School Board Policy Manual.

## **5300.15 STUDENT RESPONSIBILITIES AND RIGHTS**

All District students have specific rights and responsibilities which are enumerated in Policy # 5311, "Students Rights & Responsibilities," A copy of which is available for review at every school building in the District. Among those rights and responsibilities, or implicit within them, are certain responsibilities and rights which are particularly germane to this Code of Conduct.

### **A. Student Responsibilities**

*All district students have the responsibility to:*

1. Work to the best of their own ability in all academic and extracurricular pursuits and strive toward their highest personal level of achievement.
2. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
3. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
4. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
5. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions and whenever on any school district property or at a school function wherever located; obey the District Dress Code and any additional dress standards adopted for particular schools (see, "Student Dress Code, §5300.25).
10. Accept responsibility for their actions.
11. Report to school officials any information, which may help to prevent danger or injury to others in the school community.
12. Conduct themselves as representatives of the district when participating in or attending school functions and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship;
13. Conduct themselves with civility towards other students, faculty staff, administrators, parents and guardians or visitors.

### **B. Student Rights**

*The District is committed to safeguarding the rights given to all students under state and federal law, and to making its best effort to provide to each student the rights set forth in detail in Policy # 5311. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:*

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, sex, gender identity and expression, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. To have the District make reasonable efforts to provide a safe, orderly and generally courteous school environment.

## 5300.20 EXPECTATIONS FOR ESSENTIAL PARTNERS

Listed below are all the essential partners in this code and the expectations of each.

### A. Parents & Guardians

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn. The expectation is that each student should be well nourished, well rested and given the safest and most supportive living environment that the parent or guardian can provide.
3. Provide a place for study and a regular time for study; and ensure homework assignments are completed and understood by the student.
4. Ensure their children attend school regularly and on time; and that necessary absences are excused. Parents must accept the responsibility to assuring that children who do not have a valid legal excuse for absence do report to school, on time and ready to participate and learn; and, when applicable, are picked up on time[Note: By law, schools must report truant and failing students].
5. Insist their children be dressed and groomed in a clean and neat manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district and its administrators and teachers.
9. Make all possible efforts to participate in meetings with school administrators and teachers whenever their child is returning to school from a suspension or other disciplinary action. If it is impossible to attend in person (for example, if a parent cannot be excused from work), a parent or guardian is expected to participate in the “return to school meeting” by telephone conference call or any other method in which all of the necessary parties can communicate together. This expectation is in addition to the expectation that parents and guardians will make every effort to attend parent-teacher conferences relating to student performance.
10. Build good relationships with teachers, other parents and their children's friends.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Conduct themselves with civility in all dealings with faculty, administrators, staff, other parents and guardians, and especially in dealing with children, whether their own or others’.

**No District employee is required to continue any meeting or discussion with a parent who is verbally or physically abusive toward them, or who attempts to intimidate or to threaten the safety or well-being of the employee** (see Section 5300.70 for penalties).

14. Make sure that the District and the child’s school has the parent/guardian’s current address, and other information to insure the District’s ability to make contact for emergencies and for educational purposes (e.g., phone numbers, email addresses and names and numbers of relatives to contact in emergencies).Emergency sheets should be current and contain the names of all adults (over 18) allowed to pick up your students.



## **B. Teachers, Teachers' Assistants & Paraprofessionals**

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Conduct themselves as positive role models for students.
3. Be prepared to teach, or to assist the teacher.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know District policies and rules, and enforce them in a fair and consistent manner. To that end, the District will sponsor a variety of staff in-service activities, as outlined in Section 5300.75 of this Code.
6. Communicate to students and parents: a. Course objectives and requirements b. Marking/grading procedures c. Assignment deadlines d. Expectations for student's e. Classroom discipline plan.
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.

## **C. School Counselors & Related Support Staff**

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Conduct themselves as positive role models for students.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Know school policies and rules, and enforce them in a fair and consistent manner. To that end, the District will sponsor a variety of staff in-service activities, as outlined in Section 5300.75 of this Code.
7. Encourage students to benefit from the curriculum and extracurricular programs.

## **D. Principals, Headmasters, Assistant Principals & Administrators**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students, parents and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly. To that end, the District will sponsor a variety of staff in-service activities, as outlined in Section 5300.75 of this Code.
6. Conduct themselves as positive role models for students.

## **E. Superintendent**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with District administrators the policies of the Board of education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly. (See Superintendent's Regulation).

## **F. Board of Education**

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
  2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
  3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
  4. Support and encourage the creation of instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- **Students will be bound by the Code of Conduct whenever they are on any School District property, or engaged in any school function, regardless of the time or reason(s) for their presence. *Any direct or personal act or behavior which is prohibited under the Code is also prohibited when performed by use of computers, the Internet, cell phones, telephones or other communications media when the communication originates or ends on District property or at any school function, or may in the judgment of District officials disrupt or interfere with the educational process; or pose a threat to the safety of any person lawfully on District property or at a school function***
  - **Students may be subject to disciplinary action, up to and including suspension from school, when they:**
    - A. Engage in conduct that is disorderly.
    - B. Engage in conduct that is insubordinate.
    - C. Engage in conduct that is disruptive.
    - D. Engage in conduct that is violent.
    - E. Engage in any conduct that endangers the safety, morals, health or welfare of others.
    - F. Engage in misconduct while on a school bus.
    - G. Engage in any form of academic misconduct.
    - H. Engage in Conduct which violates a building-level Conduct or Safety

**For detail explanations of possible disciplinary action, may be found in the complete policy on the RCSD's website.**

## 2012-2013 Dates to Remember

**Senior Breakfast:** Saturday, August 25, 2012

**New Student Orientation:** Tuesday, August 28, 2012

**First Varsity Football Game:** At Franklin Campus at 2:00, Cost \$3

**First Day of School:** Wednesday, September 5, 2012

**Curriculum Night/Open House:** Thursday, September 13, 2012, 5:30-7:30 pm

**Parent-Teacher Conferences:**

Thursday, October 11, 2012, 5:30-7:30 pm

Thursday, March 7, 2013

Thursday, May 16, 2013

**PSAT Testing:** Wednesday, October 17, 2012, Grades 9-11

**SUNY College Visit:** October 26, 2012 Grades 9-12 invited

**Science Fair:** TBA

**Day of Caring:** TBA

**NWCP – College Day:** TBA

**Superintendent's Conference Days:**

September 4, 2012

November 6, 2012

Marking Period End Dates:	Report Cards Mailed Dates:	End of Semester:
1: September 5, 2012 to October 19, 2012	October 29, 2012	
2: October 22, 2012 to December 7, 2012	December 17, 2012	
3: December 10, 2012 to January 25, 2013	February 4, 2013	01/25/13
4: January 28, 2013 to March 15, 2013	March 25, 2013	
5: March 18, 2013 to May 3, 2013	May 25, 2013	
6: May 6, 2013 to June 20, 2013	June 24, 2013	06/20/13

**Midterm Exam Dates:** January 22-25, 2013

**Final Exam Dates:** June 11-20, 2013

**Prom:** TBA

**Graduation Ceremony Date:** Friday, June 21, 2013

**Last Day of School for Students: June 20, 2013**

**See the District calendar for holidays and breaks: Correction on District Calendar-December 21, 2012 is a regular school day-students must report**

# THE FREDERICK DOUGLASS CAMPUS



## BELL SCHEDULE

### REGULAR SCHEDULE

**8:20 AM**

BREAKFAST DISMISSAL

**8:30 AM**

FIRST PERIOD BEGINS

**3:00 PM**

PM DISMISSAL

### WEDNESDAY SCHEDULE

**8:20 AM**

BREAKFAST DISMISSAL

**8:30 AM**

FIRST PERIOD BEGINS

**2:15 PM**

PM DISMISSAL



# THE FREDERICK DOUGLASS CAMPUS



## Regular Schedule

<b>Period 1</b> 45 Minutes	8:30	9:15
<b>Period 2</b> 42 Minutes	9:18	10:00
<b>Period 3</b> 42 Minutes	10:03	10:45
<b>Period 4</b> 42 Minutes	10:48	11:30
<b>A Lunch</b> 11:33 - 12:03 30 Minutes		<b>Period 5</b> 11:33 - 12:15 42 Minutes
<b>Period 5</b> 12:03 - 12:45 42 Minutes		<b>B Lunch</b> 12:15 - 12:45 30 Minutes
<b>Period 6</b> 42 Minutes	12:48	1:30
<b>Period 7</b> 42 Minutes	1:33	2:15
<b>Period 8</b> 42 Minutes	2:18	3:00

## Wednesday Schedule

<b>Period 1</b> 31 Minutes	8:30	9:01
<b>Period 2</b> 30 Minutes	9:04	9:34
<b>Advisory</b> 50 Minutes	9:37	10:27
<b>Period 3</b> 30 Minutes	10:30	11:00
<b>Period 4</b> 30 Minutes	11:03	11:33
<b>A Lunch</b> 11:36 - 12:06 30 Minutes		<b>Period 5</b> 11:36 - 12:06 30 Minutes
<b>Period 5</b> 12:06 - 12:36 30 Minutes		<b>B Lunch</b> 12:06 - 12:36 30 Minutes
<b>Period 6</b> 30 Minutes	12:39	1:09
<b>Period 7</b> 30 Minutes	1:12	1:42
<b>Period 8</b> 30 Minutes	1:45	2:15

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**WHERE DO I GO FOR . . . . ?**

Early Dismissal	Administrator
Phone Calls	Administrator
Copy of Schedule	Counselor
Transportation	Administrator
Pass to Class	Sending Teacher, Other Staff
Lunch Application	Advisory Teacher, Cafeteria Staff
Change of Address	Administrator
Attendance Verification	Administrator
Lockers	First Period Teacher or Administrator
Schedule Changes	Counselor
General Questions	Advisor or First Period Teacher
Community Issues	School Resource (Police) Officer
Health Care	Nurse's Office
Athletic Eligibility	Coach or Athletic Director
Return of Lost Books	Library
Personal Issues	Counselor, Advisory Teacher, Administrator

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## **Leadership Team**

### **Principal**

Ms. Toyia Wilson

### **Assistant Principals of Student Management**

Mrs. Virginia Dukes-Smith

Mr. Richard Fischpera

### **Coordinating Administrator for Special Education and Student Management**

Mrs. Jamesha Wilson-Snider

### **School Counseling Team**

Ms. Nakia Burrows: A-L grades 7<sup>th</sup>-12<sup>th</sup>

Mr. Dale Schamback: M-Z grades 7<sup>th</sup>-12<sup>th</sup>

### **ELA & Math Coach**

Jodi Scott-ELA Coach & RTI Chair

Tina Thomas-Math Coach & RTI Chair

### **Registrar**

Mrs. Yolanda Williams

### **Athletic Director**

Mr. Richard Roche

## **Rochester City School District's Interim Superintendent of Schools**

Dr. Bolgen Vargas

### **Members of the Board of Education**

Malik Evans, President

Jose` Cruz, Vice President

Mary Adams

Melizza Campos

Cynthia Elliott

Willa Powell

Van Henri White

Sophie Gallivan



## ACADEMIC COURSES REQUIRED FOR GRADUATION

The State Education Department requires that districts offer courses and programs of study that lead to a New York State Regents Diploma. Specific courses are required, and students must earn 22 credits to be eligible for a Regents Diploma. Rochester's high schools offer state-required courses that allow students to earn the following:

- 4 credits of English
- 4 credits of Social Studies
- 3 credits of Mathematics
- 3 credits of Science
- 1/2 credit of Health
- 1 credit of Fine Arts
- 1 credit of a language other than English
- 2 credits of Physical Education
- 3.5 credits of elective courses

In addition to state-required courses, NWCP offers its own unique programs that prepare students for graduation.

### NWCP Graduation Requirements

Cohort Assignment*	Students Entering 9 <sup>th</sup> Grade
<b>Subject</b>	<b>NW Endorsement</b>
English	65 on ELA
Social Studies	65 on Global & US History
Math	65 on Math A & B
Science	65 on LE, & 1 other
Foreign Language	3 total credits
Physical Education	2 credits
Health	.5 credits
Fine Arts	1
Electives	4 (1 credit Intro to Law, 1 credit Tech)
AP Exams***	2
Additional credit	2; Math & Science
	<b>65 on 9 Regents</b>
	<b>Total: 26.5, with 2 AP Exams</b>

\*Cohort Assignment is the graduation group which is assigned to a student when he or she enters ninth grade. Once the cohort assignment has been established, it remains the same until the student graduates from high school.

\*\*\*AP exams are given at the end of each Advanced Placement course. Advanced Placement is a College Board endorsed course which will offer the opportunity for students to earn college credit for courses while in high school. The NW endorsement is a detailed explanation of the accelerated course work required beyond the minimum state requires. Students who are successful in completing a high school diploma with the NW endorsement will be better prepared for college success.

## **ACCIDENTS**

When a student is injured in any way at school, the teacher must report the incident to the school nurse and administrator. IF THE ACCIDENT SEEMS SERIOUS, DO NOT MOVE THE STUDENT. CALL THE NURSE IMMEDIATELY (phone ext. 1301). The teacher in charge of the student when the accident occurred must report to the Health Office as soon as possible so that a written report can be completed. A report must be made out for every accident that occurs in and around the school building.

## **AFTER SCHOOL SUPERVISION**

Staff members who keep students after school for athletics, clubs, instruction, discipline, or for any other purpose are responsible for the safety and welfare of those students until the students leave the building. Students must be escorted out of the building and the door must be secure behind the student.

## **ANNOUNCEMENTS**

Daily announcements will be made at 8:35 am (before the NE announcements). We begin with the Pledge of Allegiance, followed by daily announcements. Announcements usually include:

- Upcoming meetings, try-outs, school events and any other events to invite and encourage our students to participate in both academic or extra-curricular activities and programs.
- Celebrations of student and staff successes.

## **ATHLETICS/EXTRACURRICULAR ELIGIBILITY**

Rochester's Interscholastic Sports Program offers opportunities for students to participate in competitive sports at the modified, freshman, junior varsity and varsity levels. Student athletes are provided opportunities for physical exams and must be re-qualified by a nurse or doctor prior to each season. The sports program supports academic achievement by emphasizing the following eligibility requirements:

- Maintain at least a C average in all subjects
- Maintain 93 percent daily attendance in each class
- Demonstrate good citizenship

Student eligibility is assessed at each of the high schools by the Athletic Department. The same requirements apply to student eligibility for extracurricular activities such as music groups, drama clubs, step teams, Master Minds, science, math leagues, and more. College scholarships are available for students who excel in both academics and athletics.

## **ATTENDANCE**

The philosophy of the NWCP is that regular school attendance is essential for all students, and that schools will work cooperatively with students and parents toward that end. It is the responsibility of all students to maintain prompt, regular attendance to all classes in which he or she is officially enrolled and to be familiar with the procedures describing absences, tardies, and make-up work outlined in the "Student Responsibilities and Code of Conduct" section of this handbook.

### **RCSD'S ATTENDANCE/PARTICIPATION POLICY**

*"The first step in doing well in school is being there"*

#### **What does the attendance policy say?**

All students, including those with disabilities, must maintain a satisfactory level of attendance in each marking period in order to be eligible to receive a passing grade. All students are expected to strive for 100% attendance.

### **What should I do when my child is absent from school?**

Call your school's main office to let them know, and send in a written note explaining your child's absence. If there is no verbal or written communication from a parent about a child's absence from school, that absence is considered unexcused.

### **What will happen if my child does not attend school regularly?**

The school will make every effort to work with you and your family so that the student attends school, including referrals to community agencies to address the issues that are causing your child to miss school. Schools are required to submit an attendance referral to the District Office and to call Child Protective Services (CPS) for excessive absenteeism.

### **How can I check my child's attendance?**

The District now offers **ParentCONNECTxp**, a secure, online system where you can check your child's academic progress and attendance reports and set email alerts if your child is absent from school. For more information, call 262-8568 or visit [www.rcsdk12.org/parentconnect](http://www.rcsdk12.org/parentconnect).

### **EXCUSED ABSENCES:**

- Illness\*
- Doctor appointments
- Court appearances
- Religious observances
- Death of a family member
- Participation in a school sponsored event

\*Excessive absences due to health or medical problems must be documented by a doctor's statement.

For more information contact:

Office of Student Attendance  
Rochester City School District  
131 West Broad Street  
Rochester, NY 14614  
(585) 262-8105  
[www.rcsdk12.org/attendance](http://www.rcsdk12.org/attendance)

## **ASSEMBLY PROCEDURES**

To ensure a timely start to our assemblies, the following procedures must be followed:

- Classes will be dismissed to the cafeteria by the P.A. system.
- Teachers will escort their class to the Cafetorium entering through the NWCP exit only.
- Seats should be filled from front to back leaving no empty seats or rows.
- Teachers should sit with or stand near their class.
- At the end of the assembly, classes will be dismissed starting from the back rows and working forward, exiting the Cafetorium to return to class or follow directions as given.

## **BELL**

Students will hear a bell to go to first period class and dismissal at the end of the day. No Bell will ring to change classes. Students will be dismissed according to the time schedule in the handbook and posted in the classrooms.

## **CHANGE OF RESIDENTIAL OR MAILING ADDRESS, EMAIL ADDRESS &/OR TELEPHONE NUMBER**

Any change of residence or mailing address, email address or telephone number during the school year must be reported to the administrators office immediately. The student's Assistant Principal's office is responsible for verifying and authorizing all requests for student address changes. Any teacher who becomes aware of a student's address change should advise the Assistant Principal's and direct the student to his or her Assistant Principal's office.

## DRESS CODE

### *Rochester City School District's Dress Code*

All students, from pre-kindergarten through 12<sup>th</sup> grade and adult education students, are expected to give proper attention to personal cleanliness and to dress appropriately (and age-appropriately) for school and school functions. The dress code applies at any time that students are on District property, including the school buildings and Central Office, and whenever they are attending any school function, wherever located. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting, which is the workplace where the student is engaged in the vocation of education. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that stocking caps, "doo rags," bandanas and hats (other than hats or scarves mandated by verifiable religious requirements or verifiable medical reasons); unbuttoned dress shirts or sport shirts; and extremely brief garments such as men's "muscle shirts," women's tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate and not permitted. For school purposes, exposure of male or female navels or gluteal areas; bare chests; or cleavage are not appropriate and not permitted.
3. Ensure that underwear is completely covered with outer clothing, and that pants or slacks are cinched with a belt of appropriate size for the student's waist.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom, study halls, assembly rooms, cafeterias, or internal hallways except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, disability, or sexual orientation.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each Building Principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. In addition to these District-wide standards, specific schools or programs, in collaboration with teachers, administrators, other school professionals, parents and students, may adopt further dress standards intended to promote the academic mission and legitimate educational concerns of the particular school, which standards shall be published and communicated to the students, and to the parents and guardians of students of that school, and which shall be incorporated by reference in this Code of Conduct.

- **Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.**

### **Dress Code: Mandatory School Uniform Policy**

- **Boys**
  - Tan khaki pants properly fitted.
  - Tan khaki walking shorts.
  - Belt fastened properly around waist. **Saggy pants will not be accepted.**
  - Shoes, sneakers, or boots tied or fastened properly.
  - Short sleeve navy blue golf shirt **with school logo & collar**. This shirt only has 2 or 3 buttons at the neck and must be tucked into pants.

- Long sleeve navy blue golf shirt **with school logo & collar**. *This shirt only has 2 or 3 buttons at the neck and must be tucked into pants.*
- Plain white t-shirt **UNDER Uniform Shirt**. *No color t-shirts will be allowed.*
- PLAIN navy blue fleece, without logos, for winter months **with uniform shirt worn underneath**.
- **Tan sweatpants, velour pants or stretch pants are unacceptable.**

## ● **Girls**

- Tan khaki pants properly fitted.
- Tan khaki skirt\* (see length description below).
- Tan khaki capri pants properly fitted.
- Tan khaki Walking Shorts\* (see length description below).
- Belt fastened properly around waist.
- Shoes, sneakers, or boots tied or fastened properly.
- Short sleeve navy blue golf shirt **with school logo & collar**. *This shirt only has 2 or 3 buttons at the neck and must be tucked into pants or skirts.*
- *Shirt must be tucked into pants or skirt.*
- Long sleeve navy blue golf shirt **with school logo & collar**. *This shirt only has 2 or 3 buttons at the neck and must be tucked into pants or skirts.*
- Plain white t-shirt **UNDER Uniform Shirt**. *No color t-shirts will be allowed.*
- PLAIN navy blue fleece, without logos, for winter months **with uniform shirt worn underneath**.
- **Tan sweatpants, velour pants or stretch pants are unacceptable.**

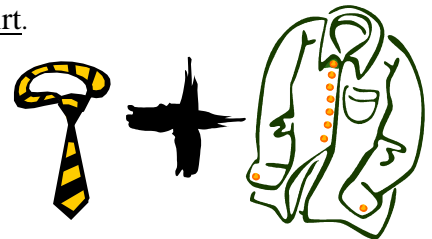
**\* APPROPRIATE SKIRT AND SHORTS LENGTH is** “finger-tip” length. If a young lady holds both arms straight down her fingertips should not touch skin or tights. There should also be no rips or splits that go beyond the finger tips. While a skirt might meet the “finger-tip” length test, it must also be appropriate for school. Skirts that are NOT appropriate for school are (but are not limited to): Short skirts that are tight fitting but “flare-out” at the bottom and skirts with high splits which go up the leg beyond the finger tips, skirts that inch up when walking or sitting down.

## ● **GIRLS & BOYS**

Students may choose to wear the navy blue golf shirt or a white long sleeve Oxford shirt.

A description of the Oxford shirt is as follows:

- White short sleeve or long sleeve button down collar shirt
- Must be worn with a neck tie at all times, neck tie must have some color or pattern of navy blue
- Must be buttoned and tucked in to pants or skirts at all times
- Must have a white t-shirt underneath
- May include a blue pullover sweater vest over the white button down shirt with a tie that has patterns of blue



All headgear, wristbands and gloves are to be removed immediately after entering the building. All outer wear which includes but is not limited to jackets, coats, hats and gloves will not be permitted into **classrooms** or in the **hallways**. **THESE ITEMS MUST BE KEPT IN STUDENT’S LOCKER.**

## ● **SENIOR UNIFORM PRIVILEGES**

- In addition to the uniform policy above, seniors may wear the navy blue oxford button down shirt with the NWCP’s logo.

This privilege is available for all students who will graduate in June of the current school year. While this is considered a senior privilege, it must be earned. As with any privilege, students who exhibit behaviors that do not warrant receiving the privilege, will not be permitted to participate. If there is a question about whether a student qualifies for this privilege, please direct the question to the student’s counselor. Our school counselors will be able to confirm eligibility for graduation and therefore eligibility for this senior privilege.

*Students who qualify for this privilege may choose to dress-out-of uniform every Friday. Students must comply with the RCSD Code of Conduct, dress code policy which is listed above or on the district website: rcsdk12.org under **Code of Conduct section 5300.25 Student Dress Code.** ALL RCSD students must comply.*

- The College Prep Panther/Day of Caring T-Shirt may now be worn on **Fridays ONLY!!** Students may purchase the College Prep Panther T-Shirt from the book store. This blue and white t-shirt may only be worn on Fridays and must be worn with tan khaki bottoms (as described on the first page of the uniform policy).

*Students who violate the Friday only rule will be seen as out of compliance with the NWCP mandatory uniform and will be dealt with as if they are completely out of uniform. At minimum, parents will be inconvenienced and asked to bring something for the child to change into.*

**Students who violate the student's dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.**

## **EMERGENCY SCHOOL CLOSINGS**

In the event that schools are closed due to severe weather or other emergency situations, an announcement will be made on the local T.V. and radio stations. The District will notify stations by 6:00 a.m. if schools are closed for the day. Also, parents and staff will receive an automated telephone call informing them of the closure. When city public schools are closed, no transportation will be provided to any schools or programs served by the City School District. If schools remain open during inclement weather, it is the responsibility of parents to decide if it is safe for their children to travel their usual routes to school. If it becomes necessary to close schools early on a given day, an announcement will also be made on the local T.V. and radio stations, and a phone call will be made to parents. School personnel will not leave their buildings until all students are provided transportation home and walkers are dismissed.

## **EXITS**

Students may only use the main entrance to enter and leave the building, except for fire drills and other evacuation emergencies.

## **EXTRACURRICULAR ACTIVITIES**

### **List of Activities and Clubs**

- Basketball Boys/Girls
- Book Club
- Cheer Leaders
- Chess Club
- Football
- Softball/Baseball
- Step Team
- Mock Trial/Speech & Debate
- Student Council
- Swimming Boys/Girls
- Tennis Boys/Girls
- Track Girls/Boys

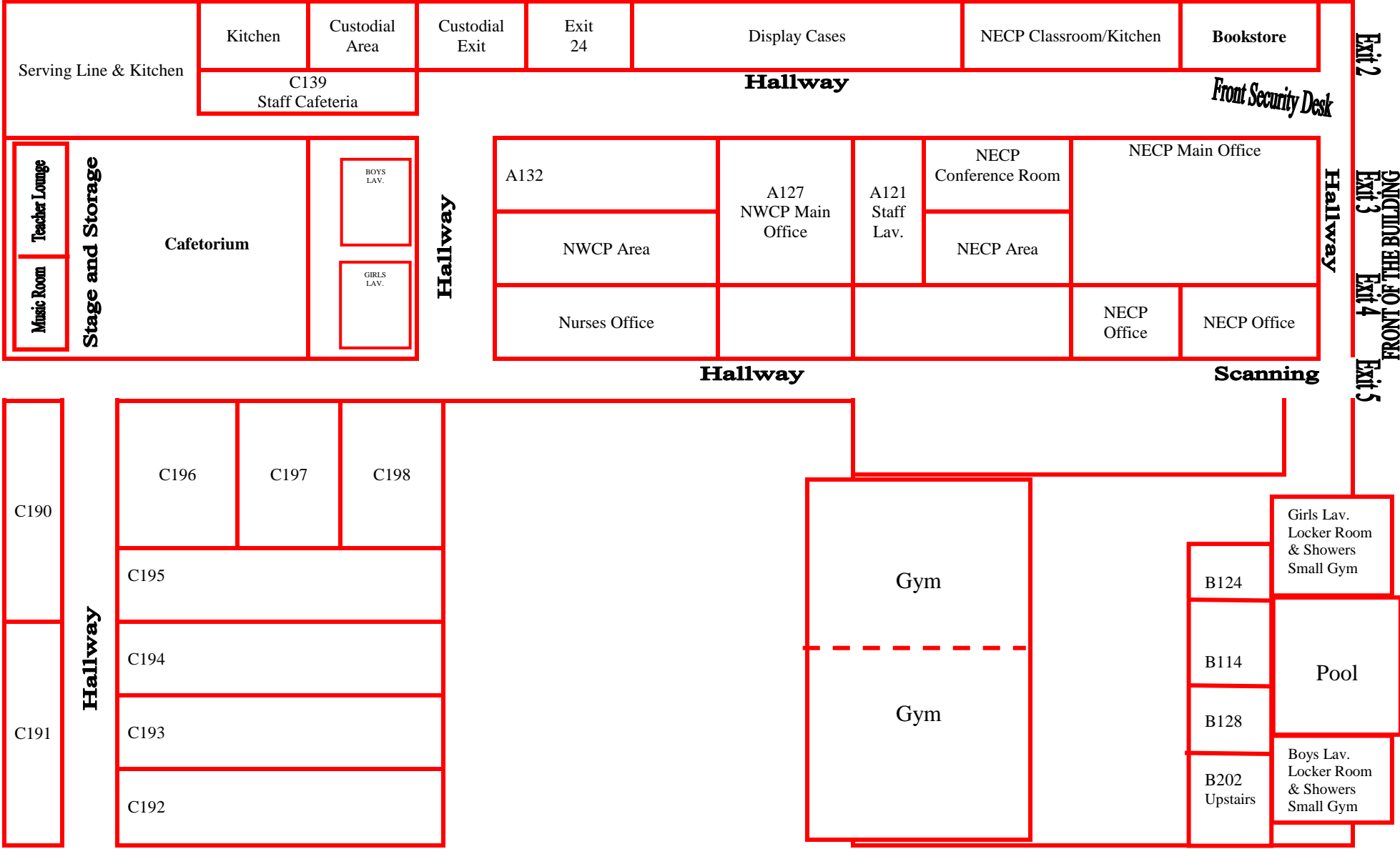
- Wisdom Circle
- Yearbook

## **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. School staff will assist and provide direction. The fire drill poster is located over the room door. All students must exit the building with their assigned teacher and must return to class after the fire drill according to the daily schedule.

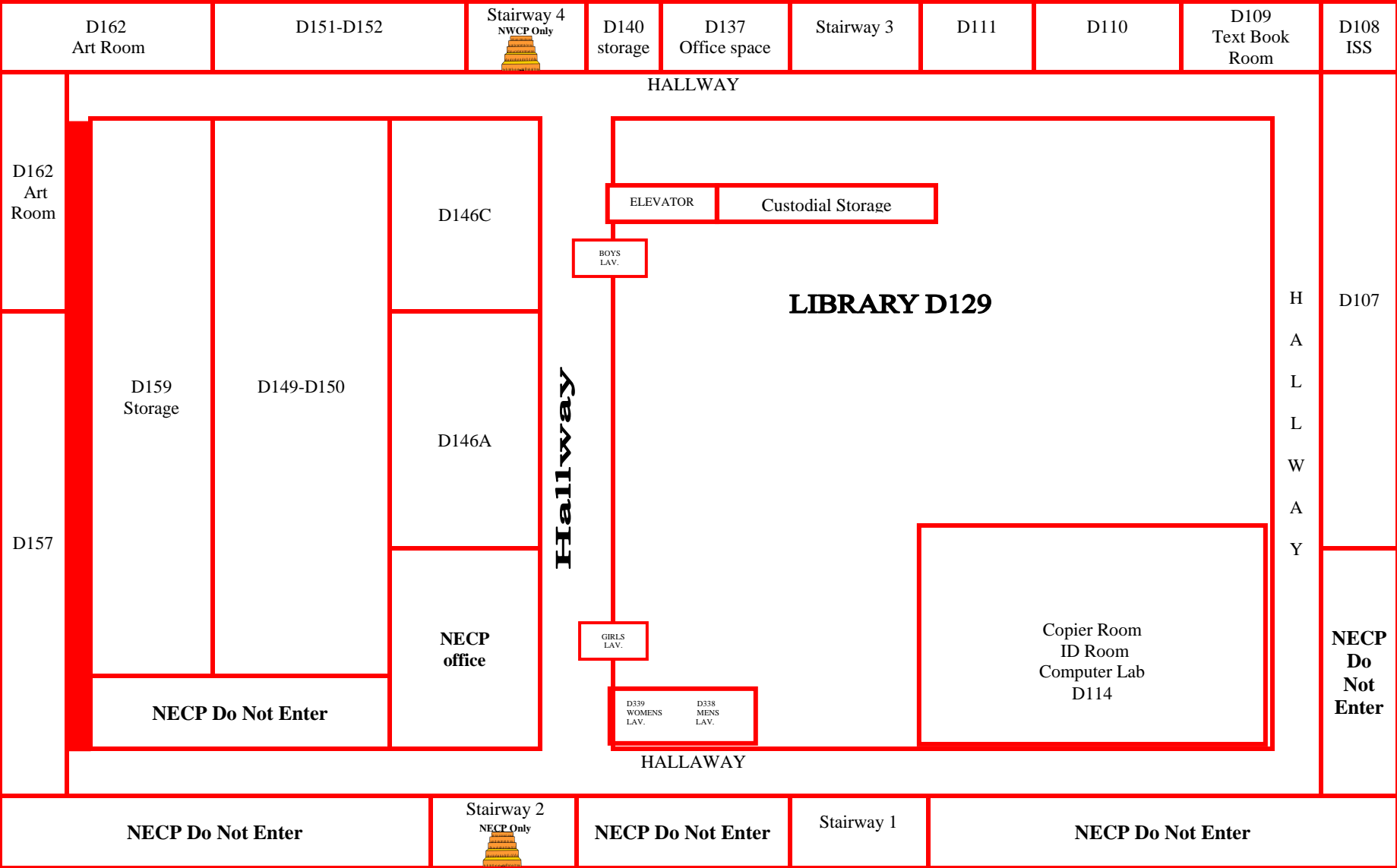
## **FLOOR PLANS (see below)**

# NWCP #89 Level 1 Floor Plan Cafeteria, Office, and Gym Areas



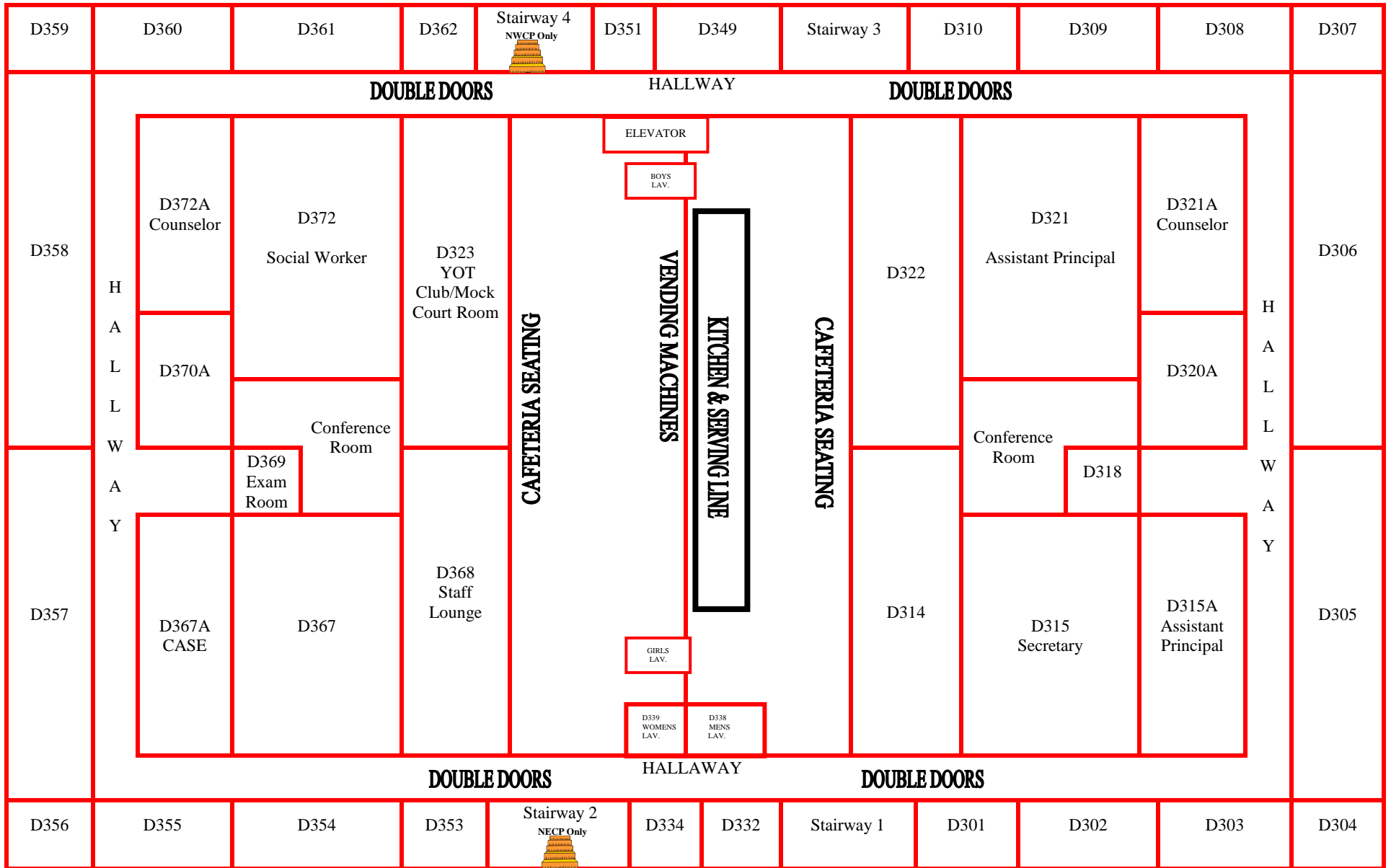


**NWCP #89  
Level 1 Floor Plan, Near Library**



NWCP students are not allowed on the 2<sup>nd</sup> floor and NECP students are not allowed on the 3<sup>rd</sup> floor.

## NWCP #89 Level 3 Floor Plan



FRONT OF THE BUILDING

## **GRADING SYSTEM**

For grades 7-12, student progress is reported using the following grading system:

A+ (95-100%)	C+ (75-79%)
A (90-94%)	C (70-74%)
B+ (85-89%)	D (65-69%)
B (80-84%)	F (below 65%).

## **HEALTH SERVICES**

Staff members are always cautious when dealing with the physical and emotional health/safety of students. It is important to report any suspicious behaviors or concerns to the school nurse and/or administration. These professionals will then follow-up on concerns and provide the appropriate support to the students and their families. Students who become ill during the day are to advise their respective teachers who in turn may send them to the nurse or administrators office. All students should feel free to consult with the school nurse about any health problems.

## **HOMEWORK**

Homework is considered a part of student's scholastic life. Students must complete homework assignments in order to be successful. See additional tips in the RCSD's Code of Conduct.

## **IDENTIFICATION CARD (Student ID)**

Students must have their student identification card in their possession at all times. Failure to produce an ID card when an adult in the building requests to see it, can result in disciplinary action. Students who fail to state their correct name when asked by an adult may result in a suspension. Lost or stolen cards may be replaced for a cost of \$5.00 at the expense of the student/parent. See your administrator.

## **INTERNET USE**

The District offers students and staff access to the Internet in order to enhance their educational experience by giving them the opportunity to conduct research thereon and communicate with others connected to the Internet around the world. It is important to note, the use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. In accordance with the District's Code of Conduct, District computer equipment shall be used only for purposes consistent with the District's educational and business mission and not in violation of law or copyright. The use of District equipment, e-mail, Internet access, and websites is subject to monitoring without prior notice or express consent. Users shall have no expectation of privacy. All Internet users, including students, are required to sign an Internet User Agreement Form, available in schools, stating that they will abide by District rules for Internet use. Students must also have the form signed by a parent. (See Internet Form)

## **LATE TO CLASS TARDY PROCEDURES**

Students who are late to class should be allowed into the classroom and given a consequence by the teacher. A referral to the assistant principal should occur only if a student does not follow through with the consequence given by the teacher or after the third tardy offense.

Students arriving later than 8:30 will be directed to the tardy area, 1<sup>st</sup> floor, near the security desk. Students will be given a pass that will allow them 3-5 minutes to move to the appropriate floor to

report to class. Students who arrive after 9:10, Wednesday's 8:56, will report directly to the first floor main office to sign in and then be given a pass to class. If class is in session, students must wait until the next passing time to go to their lockers. Students are not allowed to wear coats and hats in class. They must carry their belongings until they can place them in their lockers.

## **LIBRARY**

The library is open to all students during and after the regular school day with the following restrictions:

1. Each student must have an individual pass. Students may request a pass from their teacher during class to do reference work from the subject teacher responsible for the assignment or an administrator during lunch. During periods when the library is being used for other functions, students may not be allowed to enter the library and will be sent back to class.
2. The library is an area of quiet study, reading and research. A quiet atmosphere must be maintained. The librarian will expect all students to maintain this study atmosphere. The librarian reserves the right to send students back to class or lunch if any problems arise due to overcrowding or disruptive behavior.

## **LIBRARY BOOKS**

Textbook Return Policy:

1. Students will be given their obligation due list for textbooks at the beginning of each year before receiving new books. Students will then be given their books for the current year. Any student who has an outstanding obligation due balance will not be permitted to participate in school events such as (but not limited to): Dances, Prom & field trips such as Darien Lake.
2. If a student had lost a textbook and cannot return it, his/her family is responsible for half of the expense to purchase a new book (no checks please).
3. Seniors must settle all obligations due including the current year's obligation before he or she will be permitted to participate in graduation ceremony activities.

## **OBSERVING CLASSROOMS**

Parents are welcome to visit and observe their child's classroom. To facilitate an effective visit and to respect the teaching-learning process, we ask that parents observe the following:

1. Schedule classroom visits at least one day in advance.
2. Arrive at the beginning of the class and attempt to remain in the class the entire period. If the parent must leave during the period, it is best to leave the room when the teacher is not talking.
3. This is a time for observing the teacher-learning process. Do not attempt to discuss children's performance with the teacher during this time. Do not engage in conversations with the teacher, the child, or other students. Feel free to participate if invited by the teacher.
4. Recording equipment is prohibited without prior permission from the school/ and or RCSD. If there is an emergency in the classroom, leave the classroom and report to the Main Office. Please do not leave the school.
5. Please feel free to contact teachers for a follow-up discussion.

## **OFFICE OF PARENT ENGAGEMENT (OPE)**

The Office of Parent Engagement's mission is to REACH parents by **R**esponding to the needs of parents, **E**ncouraging partnerships, **A**dvocating on the behalf of parents, **C**ollaborating with community partners and **H**elping parents help their students to success. OPE is comprised of Parent University, Parent Support Services and Parent CONNECTxp. The Office of Parent (Family) Engagement is responsible for providing educational and technical assistance to District Community around Family-School Partnerships. Family engagement is a shared responsibility in which schools and other community agencies and organizations are committed to engaging families in meaningful ways and in which families are committed to actively supporting their children's learning and development. The Office of Parent Engagement staff can help you become more engaged in your child's learning. OPE is located at 131 W. Broad St. For more information, visit [www.rcsdk12.org/OPE](http://www.rcsdk12.org/OPE). Contact the office at 324-9999 or via email at [parents@rcsdk12.org](mailto:parents@rcsdk12.org). All services are available in Spanish.

### **ParentCONNECTxp**

The district now participates in ParentCONNECTxp, a user-friendly, web-based system designed to improve communication between home and school and supports student success. Through this secure online system, parents are able to check their child's academic progress from any computer, any time.

Parents can:

- Check homework assignments and grades
- View report cards
- Check attendance reports
- Schedule tardy alerts
- Communicate with teachers and more!

We encourage you to take advantage of ParentCONNECTxp to help you help your child succeed. Registration forms and information are available at schools and online at [www.rcsdk12.org/ParentCONNECT](http://www.rcsdk12.org/ParentCONNECT). For more information or with questions about ParentCONNECTxp, email [ParentConnect@rcsdk12.org](mailto:ParentConnect@rcsdk12.org) or contact the Office of Parent Engagement at **324-9999** between the hours of 8 am - 5 pm.

## **PARKING**

Due to limited parking space, students are asked to park on the street in front of the school.

## **PASSES**

All students must have a **Standard Pass/Passport** to the bathroom and throughout the building. No passes during the first period class or the first 10 minutes after class changes and no passes the last 10 minutes before class changes. Only one student at a time. If students violent this rule, passes may be suspended based on teacher and/or administrator's recommendation.

## **POSITIVE REWARD/POSITIVE BEHAVIOR INTERVENTION SUPPORT**

To improve both students' social behavior and academic performance a Positive Reward System has been put in place based on consistency in NWCP PRIDE expectations listed below and more. Rewards are shared with students throughout the school year. So, keep your eyes and ears open!

One example: virtual dollars to purchase treats and privileges throughout the year!



## Positive Student Expectations “PRIDE”

	<b>Prepared</b>	<b>Respect</b>	<b>Independent</b>	<b>Dedicated/ Engaged</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-be prepared for the entire day, get everything you need from your locker first period.</li> <li>-Wear uniform properly.</li> <li>-Be seated when class starts with all of your materials; your binder, writing utensil your passport.</li> <li>-when in the computer lab, have your student ID and password.</li> </ul>	<ul style="list-style-type: none"> <li>-raise your hand to speak and wait to be called on.</li> <li>-follow teacher directions.</li> <li>-stay in your seat; get permission to leave your seat.</li> <li>-use accountable talk.</li> <li>-use professional language and tone.</li> <li>-keep your hands and feet to yourself.</li> <li>-allow individuals to express ideas without criticism or interruption.</li> <li>-keep food and drinks stored away.</li> </ul>	<ul style="list-style-type: none"> <li>-do your own work.</li> <li>-accept redirection without discussion.</li> <li>-only talk about your own behavior and business.</li> <li>-encourage others to do their best and to do the right thing.</li> </ul>	<ul style="list-style-type: none"> <li>-complete your work to the best of your ability.</li> <li>-be a contributing member in class.</li> <li>-if you are not sure of what to do ask for help when you need it.</li> <li>-keep electronic devices stored away.</li> <li>-when in the computer lab, only utilize teacher directed websites.</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>-when class is in session, have your pass visible.</li> </ul>	<ul style="list-style-type: none"> <li>-follow the directions of all adults.</li> <li>-keep walls free of markings</li> <li>-use professional language.</li> <li>-walk on the right side of the halls and the stairs.</li> <li>-use stairway #4 only (except during an emergency).</li> <li>-throw away your trash and any trash you see in the proper receptacle.</li> <li>-keep your hands and feet to yourself.</li> <li>-keep food and drinks stored away.</li> </ul>	<ul style="list-style-type: none"> <li>-talk only about your own behavior and business.</li> <li>-encourage others to do their best and to do the right thing.</li> <li>-accept redirection without discussion.</li> </ul>	<ul style="list-style-type: none"> <li>-move directly to your next class.</li> <li>-keep electronic devices stored away.</li> </ul>

<b>Lunch room</b>	<ul style="list-style-type: none"> <li>-have your ID with you</li> <li>-sit quietly and wait to be called to get your lunch.</li> <li>-be at lunch on time.</li> <li>-if you are working with a teacher during lunch, come with a pass before the last 10 minutes of lunch.</li> </ul>	<ul style="list-style-type: none"> <li>-follow the directions of all the adults.</li> <li>-use professional language.</li> <li>-throw your trash in the garbage can.</li> <li>-wait your turn: to get food, to get in line and to be dismissed.</li> <li>-ask permission to use another person's property.</li> </ul>	<ul style="list-style-type: none"> <li>-talk only about your own business and behavior.</li> <li>-keep your hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-eat your lunch before socializing.</li> <li>-keep electronic devices stored away (except 9-12)</li> </ul>
<b>Arrival/ dismissal/ bus</b>	<ul style="list-style-type: none"> <li>-immediately after arrival, get into the scanning line.</li> <li>-keep electronic devices stored away.</li> <li>-be prepared for scanning. Remove: hats, headgear, belts and turn in cell phone.</li> <li>-leave cameras at home.</li> <li>-have your ID ready before boarding the bus.</li> <li>-immediately following after-school activities exit the building.</li> </ul>	<ul style="list-style-type: none"> <li>-use professional language.</li> <li>-wait your turn in line for scanning.</li> <li>-keep your hands and feet to yourself.</li> <li>-follow the directions of all adults.</li> <li>-ask permission to use another person's property.</li> <li>-keep food and drinks stored away.</li> </ul>	<ul style="list-style-type: none"> <li>-talk only about your own business and behavior.</li> <li>-encourage others to do their best and to do the right thing.</li> <li>-accept redirection without discussion.</li> </ul>	<ul style="list-style-type: none"> <li>- after scanning make a choice: Colors (if available), breakfast, or the arrival hall.</li> <li>-at dismissal, go to your locker, make your choice: immediately exit the building, report to practice or after school activity by 3:10 (2:25 Wed).</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>-Have your pass visible.</li> <li>-arrive with any materials you need to complete your work.</li> </ul>	<ul style="list-style-type: none"> <li>-return books to the book drop box on time and in the same condition you received them.</li> <li>-use professional language.</li> <li>-keep your hands and feet to yourself.</li> <li>-follow the directions of all adults.</li> <li>-ask permission to use another person's property.</li> </ul>	<ul style="list-style-type: none"> <li>-use appropriate voice volume and tone: example; whisper rather than use your normal tone.</li> <li>-talk only about your own business and behavior.</li> <li>-encourage others to do their best and to do the right thing.</li> </ul>	<ul style="list-style-type: none"> <li>-be on task, focus on your work</li> <li>-use your time efficiently.</li> <li>-keep electronic devices stored away.</li> </ul>



		<ul style="list-style-type: none"> <li>-enter and exit through the door by the computer room.</li> <li>-keep food and drinks stored away.</li> </ul>	<ul style="list-style-type: none"> <li>-accept redirection without discussion.</li> <li>-have an individual pass with only your name on it.</li> </ul>	
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>-have your pass visible.</li> </ul>	<ul style="list-style-type: none"> <li>-flush after use.</li> <li>-wash your hands.</li> <li>-keep walls and surfaces clean of markings.</li> <li>-use professional language.</li> <li>-keep hands and feet to yourself.</li> <li>-throw away your trash and any trash you see in the proper receptacle.</li> <li>-keep food and drinks stored away.</li> </ul>	<ul style="list-style-type: none"> <li>-talk only about your own business and behavior.</li> <li>-encourage others to do their best and to do the right thing.</li> </ul>	<ul style="list-style-type: none"> <li>-focus on your personal needs and get back to class.</li> <li>-keep electronic devices stored away.</li> </ul>
<b>Locker room</b>	<ul style="list-style-type: none"> <li>-be in the locker room when class starts.</li> <li>-come with proper PE attire.</li> </ul>	<ul style="list-style-type: none"> <li>-keep walls free of markings</li> <li>-keep your hands and feet to yourself.</li> <li>-wait for teacher's permission to enter the gym or return to the locker room.</li> <li>-use professional language.</li> <li>-throw away your trash and any trash you see in proper receptacle.</li> <li>-keep food and drinks stored away.</li> </ul>	<ul style="list-style-type: none"> <li>-know your locker combination.</li> <li>-use your own locker.</li> <li>-talk only about your own business and behavior.</li> <li>-encourage others to do their best and to do the right thing.</li> </ul>	<ul style="list-style-type: none"> <li>-interact positively with others</li> <li>-report to staff anything that needs to be repaired, replaced or any inappropriate behavior.</li> <li>-keep electronic devices stored away.</li> </ul>

## **SCHOOL SAFETY: A TOP PRIORITY**

In an effort to ensure the security of our building and promote a safe learning environment for everyone at NWCP, our Safety Team has established the following procedures:

- NWCP Security Teams conduct Random Scanning and Search Procedures daily at our front entrances.
- All students and building visitors enter and exit our school through our front entrance by the Main Office.
- Tardy students entering before the end of the morning first period enter and go directly to the Main Office for a pass.
- Students who are tardy throughout the day or leave with an Early Dismissal Pass must sign in/out at the Main Office.
- All visitors must sign in at the Security Desk and will be escorted to their destination.
- All other entrances into our building are “secured doors” and are locked at all times. Only NWCP/District Staff with proper security passes may use these doors. All doors have alarms and are monitored with cameras. All activity is monitored and videotaped. In the event of an emergency, (i.e. fire alarm) all exits are used. Alarms are disabled until the emergency is over.

## **SAFE SCHOOL /WHISTLEBLOWER HOTLINE**

- To support safe schools and an ethical workplace, the District has in place a “Safe School/Whistleblower Hotline.” The hotline provides a single, confidential number that students, parents or employees can call anonymously to report threats of violence and illegal or unethical activities.
- The toll-free hotline number is **1-866-284-7040**. It is available 24 hours a day, seven days a week. Callers may remain anonymous.
- Students, families and employees are encouraged to use the hotline to report threats, violence, bullying, harassment, illegal or potentially dangerous activities, fraud, theft, discrimination, misuse of funds, conflicts of interest, and other ethics violations.
- Callers can speak anonymously with a hotline interviewer and answer a series of questions to determine the nature of the concern. Based on the issue, a report is then relayed to an independent Board/District official so that appropriate action can be taken.
- Students and families can also call **CrimeStoppers at 423-9300** with information about criminal activity.

## **SMOKING**

Smoking on school premises or within 1,000 feet of the school premises is prohibited at any time. "Smoking" defined by the State of NY means the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. The sale of Tobacco, Herbal Cigarettes, and rolling papers to people under the age of 18 is illegal.

## **TELEPHONES/CELL PHONES**

Students are not allowed to use classroom phones without teacher permission. Students must ask for a standard pass to see their administrator. Cell phones are prohibited and will be confiscated if used in the school building. All cell phones must be turned in during scanning and will be returned at the end of the day as they exit the building.

**NEW: THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY: TEST SECURITY UNIT**

*Re: Prohibition of Cell Phones and Electronic Devices in New York State Assessments*

*Currently, students are prohibited from using cell phones and other communications devices while taking New York State assessments. To further ensure the integrity of State assessments, the current policy is being enhanced to prohibit all students from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered.*

*Prohibited devices include, but are not limited to:*

- *Cell phones*
- *BlackBerry devices and other PDAs*
- *iPods and MP3 players*
- *iPads, tablets, and other eReaders*
- *Laptops, notebooks or any other personal computing devices*
- *Cameras or other photographic equipment*
- *Headphones, headsets, or in-ear headphones such as earbuds*
- *Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.*

*Test proctors, test monitors, and school officials, shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them while the test is being administered, including break periods. Admission to the test shall be denied to any student who refuses to relinquish a prohibited device. Some students with disabilities may use certain recording/playback devices provided that such an accommodation is specified in the student's IEP or 504 Plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing. In all other cases, the prohibition as provided above remains in effect and the student may not enter the exam room with any prohibited device.*

*This policy is effective immediately for all New York State assessments, including Regents Exams, Regents Competency Tests, Grades 3-8 Tests in English Language Arts and Mathematics, Grades 4 and 8 Science Tests, NYSESLAT, and the NYS Alternate Assessment.*

## **TRANSPORTATION**

Students who live more than a mile and a half from the school they attend and children who have certain disabilities receive free transportation to and from school. Parents are informed of arrangements for their children's transportation before school opens in September. It is important to remember that information sent out in August may change as a result of student addresses changing. During the first few months of school, please expect changes that may possibly alter route times up to 30 minutes. The District uses contracted school buses and the Regional Transit System (RTS) for student transportation. Students who ride RTS buses will receive a temporary bus pass in the mail before the first day of school while awaiting a permanent pass. If your address changes during the school year, you must notify your child's school office or the District's Parent Information Center so that appropriate transportation arrangements can be made. The Transportation Department cannot take this information directly from parents. It is important for parents to understand that they are responsible for their child's safety and supervision prior to boarding the bus each morning and after the child gets off the bus each afternoon. For more information, call the Transportation Department at 336-4000.

## **VALUABLES**

Under no circumstances should money (regardless of amount) or any other valuables be left unattended. We are not responsible for lost or stolen items. They will not be replaced by the school.

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at school. Guests and visitors must register at the front entrance. Parents and guardians are always welcome to visit school offices. Parents or guardians are asked to arrange in advance for a classroom visit (please review the section on parent

visitations). Visitors are to leave promptly when their business is completed. Past students will not be permitted into the building during the school day. All past students are welcome to visit teachers and staff after dismissal. Student shadowing is prohibited.

### ***Parent Visitation Policy***

- The safety of our students, staff, visitors and property is a matter of critical importance. As with courthouses, airports, monuments and other government facilities, there is special concern in modern times about the risks of violence and of drug activities, which are all the more acute in facilities used by children. All persons entering any District property, therefore, are subject to search of their person and parcels to the fullest extent authorized by federal or state law for persons entering other public buildings and facilities. Any person entering any District property is deemed to have consented to such search of person and parcels. No person refusing such search shall be permitted to remain on District property. The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. (See the RCSD's Code of Conduct for additional details.)
- The following policy, in accordance with the RTA contract, was developed in conjunction with the building RTA representatives.
  - Parents are encouraged to contact their child's counselor or teachers to review the instructional program and their child's progress. If a parent contacts the school by phone and requests information about their child's performance, we will refer the call to the student's counselor for follow through. If a parent calls for a specific teacher, we will direct the caller to leave a message in the teacher's voice mail with a return phone number to call.
  - If a parent or guardian should come directly to the school without an appointment, the parent will be directed to the child's counselor or a specific teacher's primary supervisor. Parents must make an appointment directly with the teacher or through the counselor to discuss their child's performance.
  - A parent may observe their child's class. The teacher must be informed by their supervisor prior to the start of the class that the parent will be observing. The parent will be given a copy of "Observing Your Child's Class" and must agree to the conditions therein.
  - It is our hope that this policy promotes and helps to maintain effective home-school relations.

# Student & Family Support Community Based Services 2012-2013

School Coordinator: Crystal Clark  
Agency Coordinator: Clarence Brown

## Community Place of Greater Rochester

CPGR is the lead coordinating agency for the wellness center at Northwest & Northeast Academy. The agency provides youth and family support services ,college & employment preparation, academic support, community involvement, personal & social development, workshops, and a recreational morning program that promotes positive Self Esteem.

## Educational Talent Search

ETS is a federally funded program designed to encourage and support students to do well in school and make plans to go on to post-secondary school or training. ETS provides mentoring, tutoring, educational and cultural field trips, computer access for research and study skills workshops.

## EnCompass: Resource for Learning

EnCompass develops and provides educational services to students who struggle to learn, and to the families, schools, and professionals that support them. These services are matched to each student's unique learning style in order to prevent academic failure and enhance lifelong learning.

## Hillside Work Scholarship Connection

Hillside Work Scholarship Program is designed to provide support and incentives to youth who are capable of academic success but who face significant challenges. Each student has an advocate who works with them to explore career planning choices that ensure graduation with the skills needed to be productive members of the society.

## Liberty Partnerships Program

LPP is pre-collegiate program that was established to address the significant drop out rate among youth. The program offers an onsite advisor who provides case management services, academic support, advocacy, college and career exploration, tutoring services (certified teachers) The vision is to ensure graduation from high school and looking at the future through the eyes of education.

See Mr. Brown

## Rochester After-School Academy (RASA)

Rochester After-School Academy (RASA) provides academic enrichment, recreational, social, artistic and character development activities for students and their families to help them succeed. The goal is to help students stay connected to school, thereby increasing school attendance and improving academic success.

## Threshold

Threshold is a diverse educational community organization that promotes personal health, growth, development and potential for lifetime achievement to people ages 12 to 25. Services and programs are delivered in a culturally competent manner.

## Student and Family Support Center

The Student and Family Support Center represents a school and community partnership that works together to develop, coordinate, and provide quality personal, social-emotional and academic services.

RCSD School Coordinator

Crystal Clark

Room 192

[crystal.clark@rcsdk12.org](mailto:crystal.clark@rcsdk12.org)

Community Place of Greater Rochester

Clarence Brown–Lead Agency Coordinator Room 195

Rochester After School Academy

Jamila Crossdale– Room 190

[jcrossdale@communityplace.org](mailto:jcrossdale@communityplace.org)

Educational Talent Search

Wilfredo Matos

Room–193

[wmato@frontier.net](mailto:wmato@frontier.net)

EnCompass: Resource for Learning

TBA

Hillside Work Scholarship Connection

Team Leader –Jon Treahy

Northwest Advocates:

Keasha Bruce

Trevor Gage

Patrice Anderson

Northeast Advocates:

Ximena Vogt

Julio Pabon

Christina McPhee

Victor Norflee

Jacqueline Ansbro

Room 191

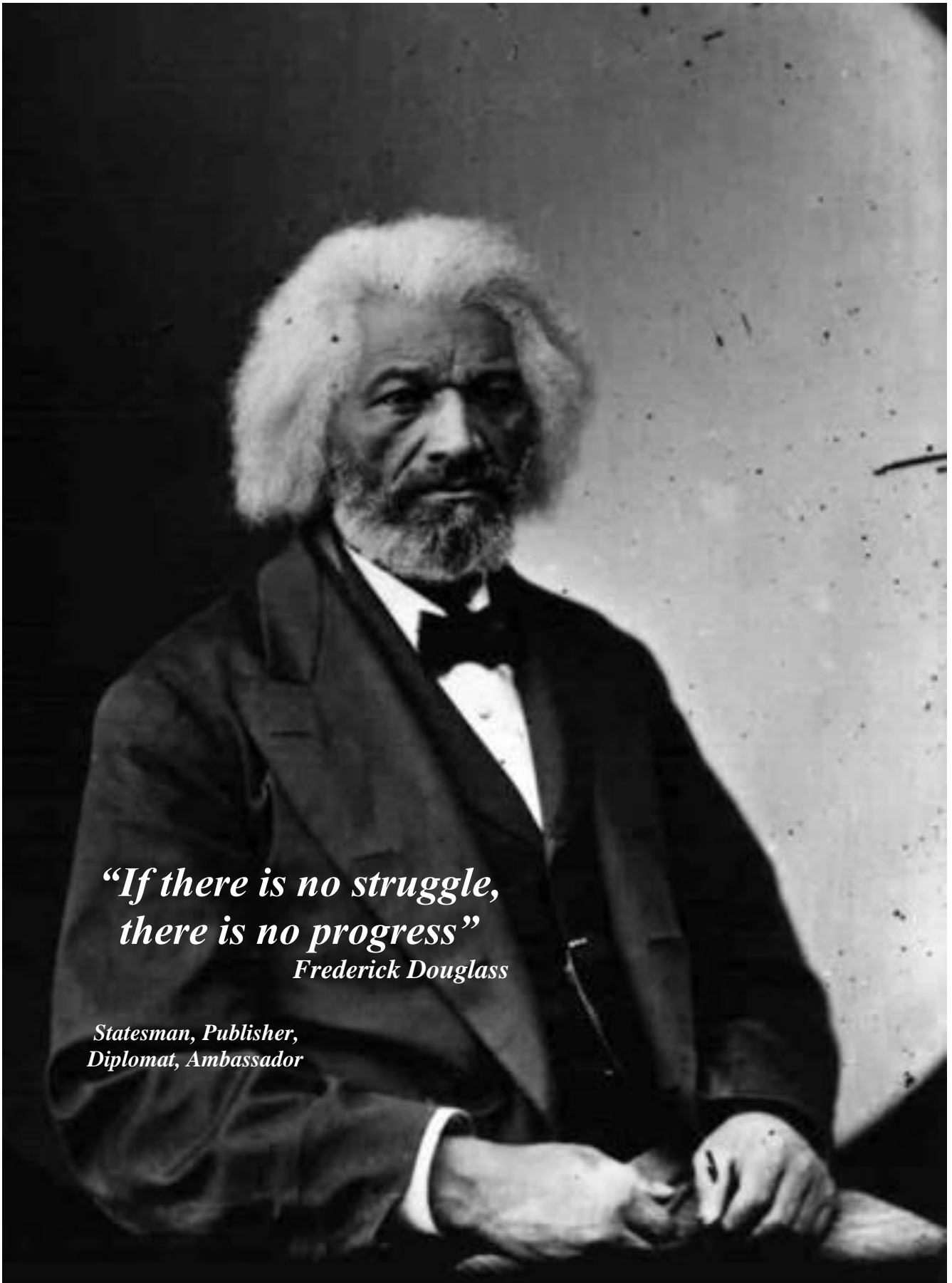
Liberty Partnerships Program & Threshold

LPP – Kerry Gallagher& Amanda Anderson Room 191

[kgallagher13@monroecc.edu](mailto:kgallagher13@monroecc.edu)

Threshold – Rachel Mahar & Erica Colon

Room – Cafetorium Offices



*“If there is no struggle,  
there is no progress”*

*Frederick Douglass*

*Statesman, Publisher,  
Diplomat, Ambassador*



# Northwest College Preparatory High School Compact 2012 – 2013



## **The Parents of Northwest College Preparatory High School, working cooperatively with staff for the successful education of their children agrees to:**

- ✓ Abide by the district's attendance policy of at least 93%.
- ✓ Provide their children with the necessary materials needed to be prepared for learning.
- ✓ Provide their children with balanced nutritional meals at home to support their child's learning at school.
- ✓ Work to understand completely the academic standards my child will have to meet.
- ✓ Be aware of the school calendar for the year to know when important events are happening, such as standardized testing.
- ✓ Communicate regularly with Northwest's staff regarding their child's progress.
- ✓ Inform Northwest of any address or phone number changes as soon as possible.
- ✓ Attend school-wide functions, which foster a positive learning environment for the children.
- ✓ Respect the Northwest College Preparatory High School staff and model exemplary behavior for students.
- ✓ Support the mandatory school uniform.
- ✓ Support school-wide rules and initiatives.
- ✓ Attend a mandatory parent meeting once a month.
- ✓ *Review with my child all of the pages of the handbook included in the student planner.*

## **The Students of Northwest College Preparatory High School, working cooperatively with parents and staff agree to:**

- ✓ Abide by the district's attendance policy of at least 93%.
- ✓ Set high standards of personal and academic performance while completing required course work that meets at minimum state standards.
- ✓ Assist in creating classroom expectations.
- ✓ Demonstrate learned outcomes in written format to display for learning communities.
- ✓ Model appropriate actions and collaborate to maintain a positive environment.
- ✓ Communicate with their family and community.
- ✓ Work to maintain a culture of academic achievement.
- ✓ Respect all of my peers, faculty, and the community.
- ✓ Take responsibility for their behavior as they strive toward their goal of personal and academic success.
- ✓ Abide by the mandatory school uniform policy.
- ✓ Review with my child all of the pages of the handbook included in the student planner.
- ✓ *Review with teachers and parents/ guardians all of the pages of the handbook included in the student planner.*

## **The Staff of Northwest College Preparatory High School, working cooperatively with parents for their participation in the successful education of their children agrees to:**

- ✓ Provide parents with materials to assist in the understanding of the standards of which their children have to meet.
- ✓ Provide parents with a welcoming environment and the materials to ensure academic success, such as: school calendars, explanation of academic standards, etc.
- ✓ Communicate regularly with parents regarding the progress of their children.
- ✓ Work to provide a level of instruction at the state level, which will be identified using subject specific grading rubrics or guidelines.
- ✓ Provide parents with classroom expectations/contracts, and grading rubrics.
- ✓ Solicit community experts and support to address student needs.
- ✓ Respect all students, parents, faculty, and the community.
- ✓ Maintain an environment that encourages all students to attain personal and academic success.
- ✓ *Review with students all of the pages of this handbook.*

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**We, the undersigned, agree to work together to the best of our abilities to fulfill the goals outlined in this agreement:  
Required Signatures:**

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_