

Northeast College Preparatory High School



**Parent and Student Handbook
2023-2024**

Dear Students and Families,

Welcome back to Northeast High School for the 2023-24 school year! We hope your summer was relaxing and you are ready for a challenging and productive school year. Northeast is a school that prides itself on advocating for our students, and giving our students the tools they need to advocate for themselves.

This handbook is designed to give you essential information to keep you informed of schedules and events. Please take some time to review it and become familiar with Policies, Procedures, and the Student Code of Conduct here at Northeast. It will answer many of your questions regarding requirements for graduation, student opportunities, and provide a calendar with key dates throughout the year. It also provides information regarding administration and staff contact information, bell schedule, community partners, and many other areas that will help you navigate through the many opportunities available at our school.

Many types of communication between the school, families and the community are being used to help keep everyone informed of the many functions and activities at Northeast. Please visit our [website](https://www.rcsdk12.org/ne) (<https://www.rcsdk12.org/ne>) for important announcements, athletic request forms and sports schedules, press releases, and more. You can access the district calendar at [Rochester City School District / Calendar](#), and also find Northeast on Instagram, Twitter and Facebook (links below).

In addition, we encourage you to sign up for the Power School Portal (<https://www.rcsdk12.org/Page/54155>) to review your child's academic progress and attendance on a regular basis. You can follow the tutorial on this page to sign up, and if you need assistance with signing up, please contact our Home/School Liaison, Martin Young at ext 1015 or Martin.Young@rcsdk12.org.

It is truly a pleasure to have you as part of our Panther community, and we look forward to our continued partnership. We are eager to begin the school year and have you as part of our Panther family.

Sincerely,



Nakia Burrows
Principal Northeast High School

Please follow us on Social Media - click the links below and start FOLLOWING us!



Table of Contents

If you are viewing this handbook digitally, click on the section below to link directly to the page, or activate the outline in the upper left corner to easily navigate through the handbook.

Dear Students and Families	
Table of Contents	
Mission, Vision, and Values	1
About Us	2
Administrator, Counseling Directory, & Full Staff Directory	3-5
Northeast Bell Schedule	6
Northeast’s Community School Resources	7-10
Clubs, Activities, & Athletics	11
Student PBIS (Positive Behavior Intervention Supports)	12
Important Calendar Dates 2023-24	13
Parent Involvement and Communications	14
Homework	15
Summer School	15
Work Permits	15
Guidance, Counseling & Specialized Services Offered	16
What Does It Take To Graduate?	17
Important Policies	18
Northeast High School’s DRESS CODE:.....	18
CELL PHONE POLICY:.....	18
Supply List and Technology	19
Attendance	20
Health and Safety	21-22
School Spirit	23
Student Conduct	24-25
School Bus Behavioral Policy	26
ISS	27
Academic Integrity	27
What to Do and Where to Go If You:	28



Mission, Vision, and Values

Our Mission

Northeast High School provides a unique environment where every scholar builds the knowledge, skills, and character to create a world that helps them achieve success and **transform their community.**

Our Vision

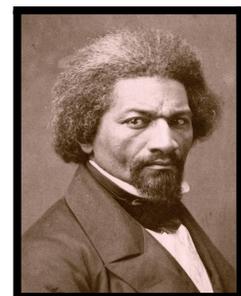
Every Panther, by face and name, to and through graduation.

Our Core Values

- **Social Justice:** We believe in creating a world that is fair and just. We hold ourselves accountable for promoting fairness and identifying injustice where it occurs.
- **Community-Minded:** Our school is a central hub of the Charlotte community. We welcome the community to our school to share their expertise and knowledge, while also contributing our talents and efforts to improve our local community through knowledge exchange.
- **Perseverance:** We recognize that learning is hard but we can achieve our learning goals with the guidance of our teachers and the support of our school community.
- **Advocacy:** We believe that we should put what we learn into practice. By advocating for ourselves, learning is more memorable and relevant to our lives.
- **Caring:** We are a school that grows children who care for one another, are concerned about the struggling of others, and want to act to make a better world.
- **Responsibility:** We encourage students to take ownership of their learning and the well-being of others.
- **Access & Opportunity:** We each have equitable access to opportunities regardless of human ability and experience. By intentionally providing access to all opportunities for our high school students, Northeast will be able harness the incredible talents of our school community.
- **Growth:** We have growth mindsets. We always believe we can improve and work every day to learn something new.
- **Integrity:** We promote honesty, transparency, and ethical conduct in all academic and social interactions.
- **Respect:** We respect one another's right to safety and dignity at school. We will speak to each other with calmness, politeness, and civility.
- **Willingness to Fail:** Success doesn't occur without failure. Our teachers create an atmosphere where failure is acceptable so long as we do our best. We have the courage to try and to accept failure as an opportunity to learn rather than a negative reflection on ourselves.

"It is not light that we need, but fire; it is not the gentle shower, but thunder. We need the storm, the whirlwind, and the earthquake."

~Frederick Douglass, 5th of July Speech, 1852





About Us

Northeast High School prides itself on empowering students to utilize their voices for change and the betterment of their community. Northeast recently transitioned from the Frederick Douglass Campus in Rochester, New York to the Charlotte Campus. Frederick Douglass dedicated his life to achieving justice for all Americans. With Douglass influencing our course, we purposefully instill the grit that is needed to create self-reflective students who will be agents of change. We are entering year 2 of transitioning into a Social Justice High School, one of the few of its kind in the state, to encourage students to cherish their identities, bring change to their communities, and develop a new generation of leaders.

School Motto: *Nothing About Us Without Us!*

School Mascot: Panther **School Colors:** Red, Navy & White

School Demographics

- **Student to teacher ratio:** 1:24
- **Grade Levels:** 9-12
- **Start/End Time:** 8:30 a.m.-3:30 p.m.
- **Transportation:** RTS

Fun Facts

- Our School will be one of only 6 Social Justice High Schools in New York, and the only Social Justice High School in the region!
- Community building activities & Panther PRIDE events take place each month, including awareness activities (ie: Breast Cancer Walk), field trips, challenges)

School Address/Phone #s

Northeast College Preparatory High School
4115 Lake Ave, Rochester, NY 14612
Main: 585.324.9273
Fax: 585.935.7438

People to Know

Principal—Nakia Burrows

Assistant Principals—Dr. Sean Coffey (12th), Willam Hucks(11th), Kirstin Pryor (10th), Carey Belair (9th)

Community Site Coordinator—TBD

Athletic Director—Robert Thomas

Parent Connections—Martin Young, Alexis Mouzon

Lead School Security Officer (SSO)—Ronnie Crawford

School Nurse—TBD

Associate Director of Special Education—Marissa Nicholson

Board Liaison & School Chief—Ricardo Adams & LaJuan White

Programs and Services

- Community School: Yes
- English Language Learners: Yes
- Honors/Enrichment Classes: Yes, Advanced Placement Courses are offered
- Early Literacy Program: Yes
- Chorus & Band: Yes
- On-Site Health Center: Yes
- Sports: Yes
- Clubs & After School Activities: Yes
- Saturday School (spring): Yes
- Night School: Yes (currently via zoom/virtual)
- **Special Courses/Programs:** Student Voice Program & Curriculum, JROTC/Army prep, Advisory, Freshman Seminar (all 9th graders), Read 180, over 15 agency partners, Seal of Civic Readiness, Driver's Ed, Mayor's [Youth Voice One VisionAdvisory Council](#)

Administrator and Counseling Directory

We are eager to serve you and your child! Your satisfaction is our school's highest priority, so we hope you will contact us with any questions or concerns. You can find our administrator and counselor info here, and our full staff directory on our school's website.



NAKIA BURROWS, PRINCIPAL

NAKIA.BURROWS@RCSDK12.ORG

(585) 324-9273 ext 1024



CAREY BELAIR, 9TH GRADE ADMIN

CAREY.BELAIR@RCSDK12.ORG

(585) 324-9273 EXT 3211



KIRSTIN PRYOR, 10TH GRADE ADMIN

KIRSTIN.PRYOR@RCSDK12.ORG

(585) 324-9273 EXT 2461



WILLIAM HUCKS, 11TH GRADE ADMIN

WILLIAM.HUCKS@RCSDK12.ORG

(585) 324-9273 EXT 2320



DR. SEAN COFFEY, 12TH GRADE ADMIN

SEAN.COFFEY@RCSDK12.ORG

(585) 324-9273 EXT 1190



ROBERT THOMAS, ATHLETIC DIRECTOR

ROBERT.THOMAS@RCSDK12.ORG

(585) 324-9273 EXT 1390



MARISSA NICHOLSON, COORDINATOR OF SPECIAL EDUCATION

MARISSA.NICHOLSON@RCSDK12.ORG

(585) 324-9273 EXT 1410



TBD, COMMUNITY SCHOOL LIAISON

(585) 324-9273 EXT 1013



JAMES KATES, 9TH GRADE SCHOOL COUNSELOR

JAMES.KATES@RCSDK12.ORG

(585) 324-9273 EXT 3012



ADELEINA RUFAL, 10TH GRADE SCHOOL COUNSELOR

ADELEINA.RUFAL@RCSDK12.ORG

(585) 324-9273 EXT 1032



ANNMARIE GILBERT, 11TH GRADE SCHOOL COUNSELOR

ANNMARIE.GILBERT@RCSDK12.ORG

(585) 324-9273 EXT 2431



AAREN HITTEPOLE, 12TH GRADE SCHOOL COUNSELOR,

AAREN.HITTEPOLE@RCSDK12.ORG

(585) 324-9273 EXT 1031

Full Staff Directory

(To E-mail Faculty: First Name.Last Name@RCSDK12.org)

<p><u>ADMINISTRATION</u> BURROWS, NAKIA-PRINCIPAL BELAIR, CAREY-9TH PRYOR, KIRSTIN-10TH HUCKS, WILLIAM, 11TH COFFEY, SEAN-12TH TBD-FAMILY/COMMUNITY PARTNERSHIPS NICHOLSON, MARISSA-SPECIAL ED THOMAS, ROBERT-ATHLETICS</p> <p><u>ART DEPARTMENT</u> CARLETTA, JOSEPH</p> <p><u>ATHLETICS</u> THOMAS, ROBERT</p> <p><u>BUSINESS/TECH DEPARTMENT</u> GORDON, CYNTHIA CLIBY, DANIEL</p> <p><u>CAFETERIA SERVICES</u> BOOKER, COURTNEY</p> <p><u>CLERICAL SUPPORT</u> MUNOZ, NILDA-SENIOR SCHOOL SECRETARY TAYLOR, KATHY</p> <p><u>COUNSELING DEPARTMENT</u> KATES, JAMES (9TH) RUFA, ADELEINA (10TH) GILBERT, ANNMARIE (11TH) HITTEPOLE, AAREN (12TH)</p> <p><u>CUSTODIAL CARE</u> GATES, CHARLES AND TEAM</p> <p><u>DRIVER'S EDUCATION</u> CARTER, RICHARD</p> <p><u>ENGLISH DEPARTMENT</u> BATEMAN, AMY BOARD, ELIZABETH BUCKLEY, VICKIE CARDILLI, BRIAN COLLERAN, CHARLES DANCAUSE, TERESA EL-BEJJANI, COLLEEN ELLIOTT, KRISTIN ELLSWORTH, JESSICA FILIACI, GIANA JUMPER, SHAY KITTELBERGER, KARIANN</p>	<p>MILTSCH, TARA PRIDDY, AMY WEBER, ANDREW</p> <p><u>ESOL DEPARTMENT</u> CAPUANO, ANDREW MAKOWSKI, ANGELA</p> <p><u>FOREIGN LANGUAGE</u> CAMPS, ROBERTO HAGENAH, JOHN</p> <p><u>HEALTH</u> CARTER, RICHARD HATCH, AMY</p> <p><u>INSTRUCTIONAL TECH (IT)</u> PRIOR, REGINALD</p> <p><u>JROTC</u> LEGAULT, SHAWN MEISTER, ERIC</p> <p><u>LIBRARIAN</u> TARANKO, NICHOLAS</p> <p><u>MATH DEPARTMENT</u> DiNOTTIA, CHARLES FLANAGAN, JENNIFER GRAHAM, TONETTE HARPER, BENJAMIN LATOUR, RUSSELL MAHMUTSPAHIC, SHEILA MONTGOMERY, STEPHEN O'CONNOR, NICOLE STORRIN, KRISTINA SUBACH, JAMES THOMAS, TINA</p> <p><u>MUSIC</u> DASHER, SARAH LATONA, ANDREW</p> <p><u>ONLINE CREDIT RECOVERY</u> TOWEY, SUSAN</p> <p><u>PARENT CONNECTIONS</u> MOUZON, ALEXIS YOUNG, MARTIN</p> <p><u>PHYSICAL ED DEPARTMENT</u> BROWN, NOEL GABORSKI, DANIEL HERRING, JAQUON PRYCE, TANISHA</p>	<p><u>PSYCHOLOGISTS</u> ANGLEHART, MAGGIE CHAPMAN, TORI FAGAN, LENA PISTILLI, PETER</p> <p><u>REGISTRAR</u> BAXTER, RACHEL</p> <p><u>SCIENCE DEPARTMENT</u> BERRY, SABRINA BLYTHE, MARY HAYES, KEVIN IBEZIM, SAMUEL KEALY, PAULETTE KELLY, SEAN McCAFFREY, CECILIA PARKER, TERESA PEREZ, JENNIFER SCHEMBRI, SARAH THORNTON, MARENDA WEDGWOOD, NICOLE WILSON, ERIKA</p> <p><u>SCHOOL NURSE</u> TBD</p> <p><u>SECURITY</u> CRAWFORD, RONNIE AND TEAM (9)</p> <p><u>SOCIAL STUDIES DEPARTMENT</u> BARRY, RYAN CAVAGNARO-CALCAGNO, CHRISTINA HARRITY, TINA MacPHERSON, DEBORAH MEYERS, SAMANTHA MICELI, MICHAEL O'CONNOR, ANDREA PRITCHARD, TAMALYN SALMI, JESSICA SAMPSON, SONYA TRACEY, LAUREN WEHRLIN, TENA WILLIFORD, CAROLINE YAEGER, MEGHAN</p> <p><u>SOCIAL WORK</u> FELTON, DEBORAH JACKSON-TROUPE, COURTNEY MAIN, ASHLEY MULLIGAN, ERICA ROSELLI, KILEY</p>	<p><u>SPEECH</u> NANNA, BRIDGET</p> <p><u>SUPPORT STAFF</u> BOGMIS, LAURIE (TA) CAMERCHIOLI-WHALEY, DEBRA (TA) CATALDO, LAURA (TA) HENDERSON, MICHAEL (OPERATIONS) LIN, KELLY (TA) LINDSEY, JAHEJIA (TA/PPR) MARSHALL, JAMAL (OPERATIONS) McGILL, KASSADY (PPR) PARKERS, MARYONNA (TA) PORRETTA-BAKER, GINA (PROFESSIONAL DEVELOPMENT) PIERCE, ASHLEY (COMPLIANCE) REED, NICOLE (MTSS) ROSA, GILBERT (STUDENT VOICE) SCHAMBACK, DALE (OPERATIONS) SPECTOR, SUSAN (TA) WILSON, TAMIKA (IN SCHOOL SUSPENSION)</p> <p><u>THERAPY DOGS</u> CAMERCHIOLI-WHALEY, DEBRA ("GINO") NICHOLSON, MARISSA ("VIOLET") PRITCHARD, TAMALYN ("PENNY" AND "SHELDON")</p> <p><u>IN-HOUSE AGENCY CONNECTIONS</u> CENTER FOR YOUTH COMMUNITY PLACE OF GREATER ROCHESTER (CPGR) EDUCATIONAL TALENT SEARCH (ETS) HEALTH CENTER HILLSIDE WORK SCHOLARSHIP IN CONTROL JROTC LIBERTY PARTNERSHIPS PATHWAYS TO PEACE UPWARD BOUND</p> 
---	---	---	--

Northeast Bell Schedule

	Monday, Tuesday, Thursday, Friday			Wednesday schedule
Period	Regular Schedule		advisory	8:30 - 9:00
1	8:30 - 9:18		1	9:05 - 9:49
2	9:23 - 10:11		2	9:54 - 10:38
3	10:16 -11:04		3	10:43 -11:27
4	11:09 - 11:57		4	11:32 - 12:15
5	12:02 - 12:50		5	12:20 - 1:03
6	12:55 - 1:43		6	1:08 - 1:52
7	1:48 - 2:36		7	1:57 - 2:41
8	2:41 - 3:30		8	2:46 - 3:30

Northeast Community School Resources

Northeast High School is a community school. This means school and community partnerships/resources are strategically organized to interrupt failure and increase academic successes for students.

The community school acts as the center of the community and provides a hub of services to address personal, social-emotional and health needs of students and families.

Core instructional practices, expanded learning time, comprehensive health services with collaboration from parents, students, school personnel and the community are essential components of the community school.

Adult Career and Continuing Education Services-Vocational Rehabilitation

ACCES-VR provides services to students to help them with their life skills and employment goals.

How to access this service: Speak with any of the School Counselors or Ms. Nicholson

Community Place of Greater Rochester

CPGR is a long-standing partner at Northeast. The partner provides youth and family support services, community involvement, personal & social development, workshops, cultural and recreational activities. CPGR also partners with our Health classes to provide students with curriculum-based services during classroom instruction.

How to access this service: Community Place is located in room 105

College Map

CMAP is a partnership with Ernst & Young law firm that provides mentorship, cultured experiences and learning opportunities that will ultimately lead to a map/ goals towards college. CMAP is currently serving members of the senior class.

How to access this service: CMAP meets with students monthly in room 9. Speak with Mr. Hittepole to sign up.

Department of Labor and Rochester Works

DOL and RochesterWorks have partnered with Northeast to prepare students and their families for the workforce. The organizations host an array of career related workshops and events.

How to access this service: As workshops and events become available, School Counselors will advertise these resources to students and staff.

Food Link Pantry

Food Link Pantry provides emergency food for students and families at Northeast. Food distribution is based upon the families' household sizes.

How to access this service: Connect with our Family Connections Office, room 101

In Control

In Control "Roc City's Most Official Teen Program," is a youth development program with a purpose. The partner links together youth development, neighborhood outreach and reproductive health care, in order to reduce teen pregnancy rates in the City of Rochester. They offer educational, vocational and recreational programs that are designed to keep teens engaged while supplying them with the tools they need to become successful adults. Life skills' training is abundant and includes college and job preparation as well as character development.

How to access this service: room 220

Hillside Healthy Homes

Hillside Healthy Homes provides students and families with coordinated care and counseling services needed to break down barriers to their successes.

How to access this service: This program is referral only through the MTSS/RTI process

Hillside Work Scholarship Connection

HWSC 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.

How to access this service: Hillside is located in room 12

Monroe Community College: Liberty Partnerships Program

LPP is a 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.

How to access this service: LPP is located in room 9

Monroe Community College: Upward Bound: Math & Science Program

Upward Bound Math & Science program provides services that are necessary for a participant to graduate from high school with an increased potential to attend and ultimately graduate from college.

How to access this service: Upward Bound is located in room 9

Pathways to Peace

Pathways to Peace makes a comprehensive effort to safeguard the lives of youth, decrease potentially violent situations, and help them get on a track to a better life.

How to access this service: Pathways is not stationed at the Charlotte Campus, but visits the school throughout the month as needed. They are also called upon to help facilitate disputes/mediations and are on call daily to tackle community conflicts.

SUNY Brockport: Educational Talent Search (College and Career Prep Center)

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

How to access this service: ETS is located in room 9

The Center For Youth

The Center for Youth provides a full range services to families and youth including crisis intervention, mentoring and conflict resolution. The Center for Youth provides social-emotional and behavioral support for all grade-levels and is instrumental in restorative practice delivery in both PPR (Panther Progress & Restoration) rooms at Northeast.

How to access this service: CFY is located in room 311 for 9th grade students and room 230 for 10th-12th grade students

Rochester General Health Center

Rochester General Health Center provides a full functioning doctor's office. Students are able to receive physical and mental health support.

How to access this service: The Health Center is located in room 25

Clubs, Activities, & Athletics

<u>Clubs and After School Activities</u>	<u>Athletics</u>
Northeast Choir	Baseball, Varsity (Spring)
Disc Golf Club	Basketball, Freshman/JV/Varsity (Winter)
Gaming Club	Bowling, Varsity (Winter)
JROTC Drill Team	Cheerleading, Varsity (Winter)
National Honor Society	Cross Country (Fall)
Student Council/Government	Football, JV/Varsity (Fall) & Flag Football (Spring)
Student Voice Committees	Golf, JV/Varsity (Spring)
Yearbook	Lacrosse (Spring)
	Soccer, Varsity (Fall)
	Softball, JV/Varsity (Spring)
	Swimming, Varsity (Fall)
	Tennis, Varsity (Fall)
<u>*New clubs will begin for the 23-24 year</u>	Track, Indoor (Winter), Outdoor-Varsity (Spring)
	Volleyball, Varsity (Fall)
	Wrestling, Varsity (Winter)

Student PBIS (Positive Behavior Intervention Supports)

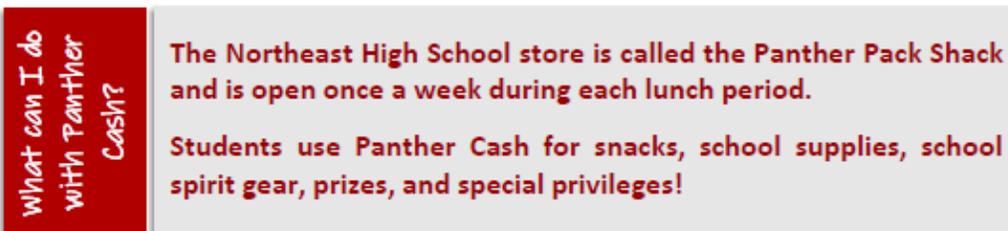


PBIS is a Positive Behavior Intervention and Supports system that recognizes student behaviors identified as those leading to student success.

Creating a school-wide PBIS system fosters a positive learning environment for all students and staff.



Northeast High School students can earn Panther Cash (school currency) by meeting specified expectations in the classroom, in the hallways, and the cafeteria. Panther Cash can be awarded by any staff member!



What can I do
with Panther
Cash?

The Northeast High School store is called the Panther Pack Shack and is open once a week during each lunch period.

Students use Panther Cash for snacks, school supplies, school spirit gear, prizes, and special privileges!

Important Calendar Dates 2023-24

<p><u>Panther Monthly Themes</u></p> <p>September—Community October—Perseverance November—Advocacy December—Caring January—Responsibility February—Access & Opportunity March—Growth April—Integrity May—Respect June—Social Justice</p> <p><u>Student Voice</u></p> <p>Kickoff Event—October 12th Student Voice Showcase—May 23rd *Students meet monthly for planning & execution.</p>	<p><u>Special Recognition</u></p> <ul style="list-style-type: none"> ● Back to School Bash!—September 2nd ● Hispanic Heritage Month—September ● Breast Cancer Month Kickoff—October 7th ● Grade-Level Retreats—October 17-20th ● Diabetes Awareness Month—November ● Lifetouch Picture Day—November TBD ● Black History Month Celebration—February ● Voice Jam/Talent Showcase—February 29th ● Social Justice Spirit Week—W/O February 12th ● Women’s History Month—March ● Academic Banquet—May 30th ● Mental Health Awareness Month—May ● Red Nose Day—May 30th ● Junior & Senior Prom—June 2nd ● Sports Banquet—June 10th ● Field Day—June 13th ● Graduation—June 26th, 6pm, Northeast or June 28th, 6pm at Hochstein (pending construction updates) 																				
<p><u>PTO Parent Events</u></p> <ul style="list-style-type: none"> ● Open House—October 12th ● Parent Teacher Conferences—March 7th ● March Madness Fundraising Event—March 14th ● Academic Banquet—May 30th ● Sports Banquet—June 10th ● PTO/Parent Voice Dates: Oct 12, Nov 9, Dec 14, Jan 19, Feb 15, Mar 7, April 18, May 30, June 10 	<p><u>Half Days</u></p> <ul style="list-style-type: none"> ● October 27th ● December 8th ● March 1st ● May 23rd 																				
<p><u>Community Engagement Team (CET) Meetings</u></p> <table style="width: 100%; border: none;"> <tbody> <tr> <td style="width: 50%;">September 26</td> <td style="width: 50%;">February 27</td> </tr> <tr> <td>October 31</td> <td>March 26</td> </tr> <tr> <td>November 28</td> <td>April 30</td> </tr> <tr> <td>December 19</td> <td>May 28</td> </tr> <tr> <td>January 30</td> <td></td> </tr> </tbody> </table>	September 26	February 27	October 31	March 26	November 28	April 30	December 19	May 28	January 30		<p><u>Building Committee Meetings</u></p> <table style="width: 100%; border: none;"> <tbody> <tr> <td style="width: 50%;">September 13</td> <td style="width: 50%;">February 14</td> </tr> <tr> <td>October 11</td> <td>March 6</td> </tr> <tr> <td>November 8</td> <td>April 10</td> </tr> <tr> <td>December 6</td> <td>May 8</td> </tr> <tr> <td>January 10</td> <td>June 12</td> </tr> </tbody> </table>	September 13	February 14	October 11	March 6	November 8	April 10	December 6	May 8	January 10	June 12
September 26	February 27																				
October 31	March 26																				
November 28	April 30																				
December 19	May 28																				
January 30																					
September 13	February 14																				
October 11	March 6																				
November 8	April 10																				
December 6	May 8																				
January 10	June 12																				
<p><u>Testing Dates</u></p> <ul style="list-style-type: none"> ● PSAT Testing (9th-11th)-October 10-27 ● SAT Day (12th)-October 11 ● January Regents Testing—January 23-January 26 ● NYSESLAT testing—April 15th-May 24th ● AP Testing—May 6-17 ● June Regents Testing—June 14-25 	<p><u>Marking Period End Dates & Progress Reporting</u></p> <p>October 10 —5 week progress report mailed to home address November 11—Marking Period 1 Ends December 18—5 week progress report mailed to home address January 27—Marking Period 2 Ends March 5—5 week progress report mailed to home address April 13—Marking Period 3 Ends May 22—5 week progress report mailed to home address June 30—Marking Period 4 Ends</p>																				

You can also access the Rochester City School District's calendar here:

https://www.rcsdk12.org/cms/lib/NY01001156/Centricity/Domain/1/Calendar%2023-24_Web.pdf

Parent Involvement and Communications

Parent Conferences

Formal parent/teacher conferences are scheduled two times per school year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates.

School Visitation and Meetings

COVID restrictions have impacted family visitation in classroom spaces, maintaining that visitation to the campus be limited to guardians to regulate unnecessary physical contact and traffic inside buildings. Guardians wanting to visit classrooms are encouraged to follow our visitor protocol, which requires guardians to notify classroom teachers in advance of visitation (at least 24 hours notice). Our visitor's policy also encourages guardians to contact the main office upon arriving to the school for a conference or meeting with staff so as to keep disruptions to a minimum and to respect pre-arranged meetings, duties and obligations that school staff may have assigned.

Parent Connect

Keeping on top of your student's grades and attendance is highly recommended. Please sign up for Parent Connect on the Rochester City School's website:

<https://www.rcsdk12.org/Page/54155>

On this page you will find a video tutorial of how to sign up, and if you have any questions, please feel free to call (585) 324-9274 and ask for Martin Young at ext 1015.

Progress Reports & Report Cards

Progress reports will be mailed to parents every 5 weeks to provide specific information about student progress in each subject. At the end of each semester, parents will receive report cards with cumulative data on their children's performance and progress. Report cards are mailed home every 10 weeks.

Parent Voice

Northeast High School is very fortunate to have a growing Parent Voice group (formerly known as PTO). The objective of Parent Voice is build capacity amongst our parents and guardians, providing them with necessary resources and training, to act as partners as we collectively develop student leaders to transform their communities. Parent Voice is a collaborative partnership between parents, teachers, administrators, other school faculty members, students and community partners. Through events, activities, seminars and other meaningful experiences, our Parent Voice program has been able to provide a number of opportunities for Northeast students.

Get Involved!

To become involved in Parent Voice, speak with Martin Young, Home School Assistant. He is located in our Family Connections Office (101) and can also be reached at Martin.Young@rcsdk12.org or (585) 324-9273 ext 1015.

2023-24 Parent Voice Meeting Dates:

- **Oct 12, Nov 9, Dec 14, Jan 19, Feb 15, Mar 7, April 18, May 30, June 10**

Homework

Homework provides excellent opportunities for developing good study habits and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- Providing a study area free of distractions and with good lighting
- Asking questions about the content of student homework
- Allowing the student do his or her own work
- Creating a “homework habit” at the same time each night

Northeast believes that parental involvement in students’ homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments. When a student is absent, it is his/her responsibility to make up missed assignments.

Summer School

Summer school is a voluntary opportunity to recover credits and/or take new classes for acceleration. Summer school is not guaranteed for all students and is often times based on attendance and behavior. Depending on the summer school site and students’ grade level, students are often able to take between 2 and 4 classes during the summer. School counselors are instrumental in the summer school registration process.

Work Permits

Application forms for work permits may be obtained from the main office or school counseling office. Work permits will be issued only after applications are complete. Students must attach an updated physical and birth certificate as a part of the application.



Guidance, Counseling & Specialized Services Offered

<p>Academic Advisement</p> <ul style="list-style-type: none"> ● 9th-12th grade Parent Night ● Cohort tracking, 9th-12th grade ● New student enrollment ● Course selection and programming ● Schedule changes for conflicts and errors ● Academic Advisement ● Graduation status check ● Honor Roll Recognition 	<p>Personal Counseling & Enrichment</p> <ul style="list-style-type: none"> ● Individual & group counseling ● Crisis Intervention counseling ● Referrals to agency partners and other services ● Conflict resolution and violence prevention ● Academic progress reports ● Agency Referrals (MTSS process)
<p>Post Secondary Counseling</p> <ul style="list-style-type: none"> ● College enrichment workshops ● Monthly college/career presentations ● Classroom presentations ● Field trips and college visitations ● SAT workshops and information ● Financial Aid information and application assistance ● College advisement ● Letters of recommendation ● Career Counseling ● Work Permits 	<p>Specialized Northeast Programs</p> <ul style="list-style-type: none"> ● Advisory (every Wednesday) ● Bridges Modified Day Program (8:30am-12pm) ● Night School (Virtual Learning Program) ● Reconnect (Acceleration program, targeting undercredited students) ● February, April and August Credit Recovery Bootcamps ● Online Credit Recovery

Dropping a Class:

Open changes to schedules can only be made during the first three weeks of school, with exceptions for scheduling errors. Starting the fourth week of school, changes will require parent consent, teacher and counselor input, with final approval being determined by the cohort administrator and/or building principal. Students are expected to continue attending class until all necessary approvals have been obtained. It is important to note that some classes may be difficult to drop, especially if they are core classes, are the only class available in sequence to allow for a schedule with required courses, and/or if the course provides required resources for a student's IEP or program needs. Students interested in a class change should meet with their School Counselor to determine if the class change is possible, and then follow the protocol outlined above for a class to be dropped or added.

What Does It Take To Graduate?

Subject Area	Regents Diploma	Advanced Regents
English	4 credits	4 credits
Soc Studies	4 credits	4 credits
Math	3 credits	3+ credits
Science	3 credits	3+ credits
Foreign Language	1 credit	3 credits
Physical Education	2 credits	2 credits
Health	.5 credits	.5 credits
Fine Arts	1 credit	1 credit
Electives	3.5 credits	3.5 credits
Credits and Regents	22 credits 5 exams	26+ credits 9 exams

A total of 22 credits is required for each Diploma in the areas referenced above. The Advanced Diploma encourages additional years of math, science and electives, and requires additional years of Foreign Language.

Regents Exams: In addition to credits, students must pass 5 specific regents exams in order to graduate. The traditional pathway includes the passing of the English exam, US History Exam, Global II exam, one regents science exam, and one regents math exam. Other pathways include using an additional math or science exam to substitute for one social studies exam, or pursuing the CTE or CDOS pathway to substitute for a social studies exam. Students with special needs may have other options with regard to regents testing. Regents testing administrations take place in January, June and August. There are no makeup testing for regents exams. Students missing a scheduled exam will need to sit for the test during the next testing administration.

The Advanced Diploma also requires a passing score in the Geometry and Algebra II exams, an additional science regents exam, and the Checkpoint B exam.

Important Policies

Northeast High School's DRESS CODE:

DRESS CODE Standards (from RCSD's Code of Conduct): All persons are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must:

- Cover buttocks, stomach/midriff and chest.
- Not include clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership.
- Be void of abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment or deny dignity or respect to others.
- Include shoes, which are to be worn at all times for health and safety reasons.

CELL PHONE POLICY:

Cell phones are valuable and important communicative devices in today's world. However, use of cell phones during the instructional day seriously impedes and distracts students from the learning process. Cell phone usage has contributed greatly to major disturbances, acts of violence and bullying, as well as victimization that have jeopardized safety and security for students, staff and families. In addition, we have found that cell phone usage impacts the learning that is critical for our students to be college and career ready. As a true collaborative learning community, safety and security is our number one priority, both inside and outside of school. In order to preserve a high quality teaching and learning environment, Northeast maintains a cell phone policy that requires students to turn in their cell phones as a part of the scanning process. Students are to turn off cell phones completely (not on vibrate) upon entry into the building and then surrender their cell phones to the appropriate collection bin at scanning. Cell phone bin collection is organized by the student's last period class. Cell phones are placed in the student's individualized padded envelope, which has a picture of the student, full name and grade level, and cell phone bins are locked and secured throughout the day. Consequences for violating the cell phone policy are below:

- **1st violation: Verbal warning.** Students are provided with reminders of the policy to turn in cell phones each day upon entry into the building. Turning in cell phones is also a part of the scanning process. There will be an ample amount of time to turn over cell phones before walking through the metal detector. If a student is caught with a cell phone, after reminders are given upon entry into the building, this violation will escalate to Violation 2.
- **2nd violation – Parent/Guardian Collection**
- **3rd violation – Parent/Guardian Collection and Lunch Detention.** Refusal to serve lunch detention will automatically lead to 4th Violation (Suspension).
- **4th violation – Suspension.** If a student's violation escalates to this level, that means that:
 - ◆ The student has been made aware of the cell phone policy.
 - ◆ The student has been reminded upon entry to surrender their cell phone
 - ◆ The student refused the reminder to surrender their phone into the appropriate collection bin
 - ◆ The student's phone was confiscated for violating the policy
 - ◆ The student again violated the policy by having the phone confiscated for a 2nd time
 - ◆ The student refused lunch detention
- **Violation 4 results in suspension for 1 day.** It is the expectation that the student will adhere to school rules and return after suspension prepared to turn in their cell phone with no infractions. This is in adherence to the code of conduct (insubordination, misbehavior in non-instructional areas, inciting or participating in a disturbance).

Supply List and Technology

Back to School List!

General High School Needs to get started

Ballpoint pens	Index cards
Pencils	Plastic dividers
Pencil sharpener	Glue
Pencil pouch	Highlighters
Markers	Post-its
Erasers	White-Out
Three-ring binder	Scissors
Loose-leaf paper	Calculator
Spiral notebooks	Organizer/planner
Ruler	Backpack
Subject dividers	Chromebook with charger & earbuds

Join us for our Back to School Bash, Sept 2nd, to get some items checked off your supply list!

Back to School Bash:
Northeast High School
4115 Lake Avenue, 14612
Saturday, Sept 2nd
12pm - 3pm
Updates, schedules, supplies & more!
Lunch will be served!

Textbooks, Supplies, and Laptops

Northeast High School furnishes textbooks and instructional materials that remain school property. Also, chromebooks and MiFi devices are available to each student. Chromebooks may be taken home by students, but are expected to be in the student's possession in all classes. Lost or damaged chromebooks should be reported immediately to Mr. Taranko (librarian). In addition to chromebooks, students should come to school prepared each day with supplies identified for each class (ie: pens, pencils, highlighters, folders, etc.). A supply list is communicated to families each year at the end of summer.

Lockers

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

Attendance

Tardiness

Instruction at Northeast begins **promptly at 8:30 a.m.**, and it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 8:00 a.m. A student who is late misses valuable instructional time.

Hall Sweeps

At Northeast High School, as in the employment world, we expect our students to be on time to school and to class. Late arrivals disrupt the learning atmosphere for all students in the classroom. Students have 5 minutes to transition between classes, which is more than enough time to get to class on time. Northeast High School conducts hall sweeps to help maximize each student's instructional learning time as well as improving the overall school climate and safety. During the hall sweep, all students in the hall after the bell rings will be escorted to the hall sweep location, where they will be signed in and asked to wait for an escort to class. Hall sweeps will take place daily to keep halls clear and safe, and to ensure that all students are in class and accounted for. With everyone's cooperation, the Hall Sweep Program will reduce absenteeism, misbehavior in common areas and free up teachers' time to concentrate on instruction with minimal distractions. Repeat instances of tardiness will result in lunch detention, loss of privilege, parent meeting and/or suspension.

Leaving School Early

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

Closed Campus

Northeast is a closed campus, meaning that students are not able to leave the campus after arriving on site. The Charlotte neighborhood is rich with stores and restaurants, which is appealing for students. However, to ensure that students remain safe after becoming the responsibility of the school, Northeast prohibits students from leaving school grounds after arriving on school grounds. Seniors with privileges are granted access to local stores and food ordering, but this privilege is only extended to seniors on track for graduation and must be authorized by Northeast administration and the guardian. Seniors violating this privilege will lose access. All other students must remain on campus and eat lunch in the cafeteria. Students who leave school grounds without permission will meet with administration and are subject to disciplinary action. Northeast is in the process of building a safe space courtyard (outside, right side of the building) that allows for a confined, safe environment for students to enjoy the outdoors during lunch, complete with snacks and incentive lunches for qualifying students.

Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made.

The Health Center coordinates the delivery of health services to students. The school nurse administers first aid for accidents and emergencies occurring at school, assesses each student who comes into the office with an illness, dispenses medications and performs all screenings listed below. A student who feels ill during the school day should report to the Health Center with a signed pass from their teacher. Between periods, students should check in with the upcoming teacher and bring a pass. After an assessment is made, the student will either return to class, be allowed to lie down as required or the parent or guardian will be contacted. If the student needs to be dismissed from school, the nurse must speak with the parent or guardian to confirm plans for dismissal and to convey any pertinent medical information. Students may be picked up by a parent, a parent designee or be given permission to leave the campus.

Medication

The Health Center must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a consent form completed by the guardian. All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must have consent on file with the Health Center. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify us in writing if their child has a chronic illness that may affect his or her performance at school.

Sports Certification Requirements: Students who wish to participate in sports must have an updated physical exam, good for 12 months, on file in the Health Center. The parent and student must also register for Athletics using Family ID for each sport season in which he/she participates.

Accidents

The Health Center will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Dignity for All Students Act (DASA)

The Dignity for All Students Act (DASA) provides all public school students with an environment free from discrimination and harassment and fosters civility in public schools. The Dignity Act states that no student shall be subjected to harassment, discrimination, bullying or cyberbullying by employees or students based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender/gender identity on school property, at a school function or off school property. Students are encouraged to report any violation of the aforementioned instances to school administration. The Northeast DASA Coordinator is the Community School Liaison (name TBD), located in room 101.

Fire Drills/Evacuations

RCSD schools are required to have a total of 12 fire drills during the year. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Staff members are equipped with instructions, and all drills will be practiced with students throughout the year.



School Spirit

Northeast takes pride in celebrating its Panther Pride and recognizing improvement amongst our scholars. We also make it a priority at Northeast to host at least one major incentive activity or spirit event each month. See page 13, our School Calendar, for major planned events. Our traditional events include:

- ❖ Breast Cancer Walk
- ❖ Honor Roll Celebration (3 times a year)
- ❖ Attendance Recognition (each month)
- ❖ Red Nose Day (campaign to end childhood poverty)
- ❖ Tie Dye Spirit Days (twice a year)
- ❖ Grade-level Retreats (off campus, 1 for each grade level)
- ❖ Black History Talent Showcase
- ❖ Voice Jam (Student Voice presentation)
- ❖ Project Soapbox
- ❖ Mental Health Day
- ❖ Awards Banquet
- ❖ Field Day
- ❖ Annual Family Day at Darien Lake
- ❖ Sports/Athletic Banquet
- ❖ Pep Rally
- ❖ Senior Trip & Senior Varsity Jackets
- ❖ Community service learning/volunteering and fundraising
- ❖ Student of the Month
- ❖ Panther of the Year (staff and student)



Student Conduct

In addition to the expectations described in the *RCSD's Code of Conduct*, the following rules apply in every classroom and throughout the school with the following theme:

PRIDE Expectations:



Helping your child meet these expectations will facilitate the creation of a safe and orderly learning environment. In addition, Northeast classrooms follow the 4C's as a progressive discipline measure.

1. **Conversation** with the student.
 - a. This dialogue may lead to further discussion, action or referral for services/support (ie: counselor, social worker, MTSS referral, etc.)
2. **Contact** with the guardian. Be sure to document contact and resolution in attend actions
3. **Classroom consequence** (writing assignment, loss of pass/privileges, detention, etc.)
4. **Consult** with administration. A discipline referral should be submitted only after contact is made with the family and classroom interventions have been attempted.

Northeast is grounded in Restorative Practices, which means that we are responsive and empowering-focused on fostering a sense of community within classrooms to prevent conflict and encourage students to accept responsibility and rebuild relationships. To support this, Northeast has:

- 2 Progress and Restoration spaces (help zones), each staffed with trained professionals in conflict resolution and crisis intervention
- 5 social workers, 4 school counselors, 1 full time and 2 part time psychologists

- Agency partners equipped to mediate and respond to conflict and crises (Center for Youth, Pathways to Peace)
- A newly constructed meditation space (built by students!)
- Weekly yoga and meditation
- A fully operating Health Center that provides wrap around services, medication and counseling
- Peace Panthers (trained student mediators)



School Bus Behavior Policy

Safe Bus Riding

Students at Northeast are expected to conduct themselves according to the *Code of Conduct* to practice such virtues as being respectful, responsible, and safe, in all school settings—including on the bus. Following school rules on the bus is essential not only for developing good character, but for ensuring students' safety. *Northeast students ride the RTS bus to and from school, which operates as a yellow bus in transporting students directly to pick up and drop off locations without transferring downtown at the transit center.*

Appropriate behavior among students while being transported on the bus is fundamental to safety. Disruptive behavior on the bus has an effect on every student's safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal. Please note that students presenting behavioral misconduct on the bus will be subject to disciplinary action, which may result in termination of bus transport to and from school. RTS reserves the right to issue consequences according to their procedural safeguards. When the forfeiture of bus transportation privileges has occurred, it is the responsibility of the parents/guardians to transport the student to and from school.

Specific Rules for Students while on the School Bus:

1. When boarding a bus, students should go directly to their seats and be seated.
2. All students must conduct themselves in an orderly manner at all times.
3. Students are not to move around while the bus is in motion.
4. Students should not extend any part of their body out of the bus window at any time.
5. Loud talking, throwing of objects, or any other act to distract the attention of the driver will not be allowed.
6. Drugs are prohibited on the bus.
7. Writing, cutting, scratching, or defacing the interior or exterior of the bus is prohibited.
8. Students are to keep the bus clean. Paper or trash should not be left on the floor. The bus driver is responsible for cleanliness and ventilation of the bus.
9. Students cannot bring anything on the bus that would keep another student from having a place to sit or that would block the aisle or door of the bus.
10. Drivers are interested in student welfare, comfort and safety.

In School Suspension (ISS)

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

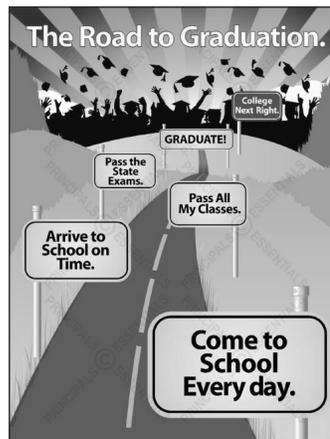
Academic Integrity

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

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

Consequences of Academic Dishonesty: Academic dishonesty is a serious offense. If a student is unclear about the proper method of documenting sources, he/she/they is urged to seek the help of a faculty member to ensure proper procedures. Violation on Regents exams is subject to State Education Law.

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



What to Do and Where to Go If You:

- Have been **absent**- take your note from parent/guardian to the main office or your cohort house office
- Want to sign up for one of our **agencies**-see (TBD) in the FCC Office (101) to see which agency best meets your needs, or visit the agency's office
- Interested in **alternative programs** (Saturday School, Night School, Bridges, Recess Bootcamps, All City, NorthStar, etc)-see your School Counselor
- Want to report an infraction, such as **bullying**-see your administrator
- Want to **buy tickets** to school activities (ie: prom), etc-go to the FCC Office, room 101
- Want **career information**-go to the College & Career Center (Rm 9) or see your School Counselor
- Have **chromebook** issues or questions-see Mr. Taranko in the Library
- Have an issue with your **class schedule**-see your School Counselor
- Want information on **clubs**-find out who the club advisor is and see him/her directly
- Need to update your family's **contact information**-proof of address must be provided to the main office
- **Feeling down** and need to speak to someone-visit the PPR room (230 or 311), see your School Counselor, or see your Social Worker
- **Feeling sick**-visit the Health Center
- Have questions or concerns about your **grade(s)**-speak with your teacher of record for that respective class, but for more general conversation about all of your grades, see your School Counselor
- Are **homeless** and need resources and support-visit the FCC Office, room 101
- Interested in getting a **job/employment**-see your School Counselor. Also see your agency advocate. Often our agencies have connections to job placements
- **Lost or found** something-go to the FCC Office (101)
- Have a question related to your **medication**-visit the Health Center
- Want to purchase **Panther gear**-go to the FCC Office, room 101
- Lost your **school I.D.**-go to the main office to sign up for a replacement
- Want to sign up for **sports**-see the coach of the sport you are interested in, or see Mr. Thomas in room 139.
- Need to have a **restorative conversation** with someone-visit the PPR room (230 or 311) to schedule a mediation
- Need a bookback, hygiene items or other **supplies**-visit the FCC Office, room 101
- Want to see one of our **therapy dogs**-see Ms. Pritchard (for Penny or Sheldon), Ms. Whaley (for Gino) or Ms. Nicholson (for Violet)
- Need to have your **transcript** sent to colleges or for employment-see your School Counselor
- Need a **work permit**-applications are available in the main office, FCC office or with your School Counselor

