

## Attendance

The attendance policy will be strictly upheld. There will be no exceptions!

Work, sports, vacations, oversleeping, missed rides, etc. will not be recognized; nor will tardiness for *any* amount of time be accepted. When the bell rings, students are expected to be in the classroom, in their seats, and ready to work.

### THE ATTENDANCE POLICY

- A student is allowed only three illegal absences. After the third absence, a student will not receive credit for the course. He or she may continue to attend on an audit basis. An appeal process exists.
- Three tardies/early dismissals under fifteen (15) minutes will be considered a partial period absence.
- Three (3) partial period absences will count as a full period absence. Any tardy/early dismissal over fifteen (15) minutes is considered a full period absence.

### Remember

- *After* the third (3) illegal absence, the student will not receive credit for the course. A list of excused/unexcused absences can be found below and in the main office of the summer school buildings. Teachers will also review the policy on the first day of school.
- Because of the very large number of students served over the summer, it is impossible for the school to notify parents of their child's absences/tardies.
- Given the four day week, we are encouraging parents/guardians to schedule appointments (such as medical, dental, driving tests, etc.) on Fridays or in the afternoon when summer school is not in session.

### Excused Absences

- Personal illness, serious illness in family, impassable roads due to weather, religious observances, quarantine, court appearance, attendance at health clinics, approved cooperative programs, approved college visits, military obligations, and disciplinary detention as an incarcerated youth or any other reason approved by the Commissioner.
- Only students with excused absences will be allowed to make-up missed work, etc. It is the student's responsibility to see the teacher about making arrangements to do so.
- All excused absences/tardies/early dismissals require a written excuse from a parent/guardian with time/date, reason, contact numbers and signature. Written excuses WILL ONLY be accepted within five (5) days of the student's return to school.

- If a student exceeds four (4) excused absences, it is imperative that the parent contact the school to schedule a parent/teacher conference to determine the student's academic standing. Furthermore, if a student exceeds four (4) days excused, it is required that he or she brings in an official excuse from a doctor, court, religious leader, etc., or the absence will not be regarded as legal.

### Unexcused Absences

- Unexcused absences include, but are not limited to vacations, baby sitting, work, hair cuts, obtaining a learner's permit, driver's road test, oversleeping, needed at home, inclement weather, missing the bus, lack of transportation.
- Unlawful detention occurs when a student is absent with the knowledge and consent of parents/guardians for any other reason than those listed under excused absences.
- Truancy occurs when a student is absent from summer school without the parent's knowledge or consent.

### Appeal Process

- Pupils who have exceeded the maximum number of absences specified may appeal the denial of credit to an Academic Credit Review Board. The appeal must be in writing and submitted to the building principal within ten (10) days of the time the maximum number of absences is reached. The principal will schedule a Review Board hearing to be held within five (5) school days of receipt of the appeal.

### Driving and Parking

- Driving is a privilege, one that can and will be revoked if there are any problems.
- Students may **only** use the parking lot to the left of the building facing Hilton Ave.
- Do not park on the right side of the building. Violators will be towed.
- After the first day, **all** students must enter the building **only** using the doors on the right of the building going into Academy A&B since all classes will be held in Academy A&B.

## Code of Conduct

The following Code of Conduct **must** be strictly adhered to according to the SAVE Legislation. There will be **no** exceptions.

- Any student caught fighting or in possession of any instrument or weapon that could cause physical harm, or behaving in such a manner that the normal learning process cannot continue, will be expelled immediately.
- Driver Education requires perfect attendance for a blue card.
- Vehicle use on school property is a privilege and can be revoked at any time.
- Possession and/or use of cigarettes, chewing tobacco, drugs or alcohol is not allowed in or on school property.
- Insubordination to a teacher or any adult in authority may result in immediate suspension.
- Fighting, threatening, intimidating or endangering others is prohibited. Immediate suspension may result.
- Boisterous behavior or running in the hallways is prohibited.
- Foul language is prohibited.
- The riding of skateboards, in-line skates, and scooters is prohibited on school property, and must be carried once on school property. Bicycles and scooters must be left outside and locked in a designated area.
- Walkman radios/players, beepers/pagers, laser lights, and cell phones are prohibited in the classroom.
- Students are not allowed to wear hats or other head apparel in the classrooms.
- Students are not allowed to wear clothing or other apparel that is distracting or interferes with the learning process, or the health and safety of others. Students not in compliance will be escorted off the school grounds.
- Food and drink are not allowed in the classrooms.
- Cheating in any form will result in serious consequences, ranging from an automatic "zero" to expulsion.
- Students and their parents are responsible for the cost of damages/repairs of any form of vandalism on school property if a student is found responsible.
- Weapons, guns, knives, fireworks, or any items that could be used to cause harm are strictly forbidden and will result in immediate suspension and possible notification to a law enforcement agency.

## Locations

**High School** ..... Proctor High School  
Academy A&B, Hilton Ave, Utica

**Junior High School** .... Perry Junior High  
Weston Avenue, New Hartford  
(off Chapman Avenue)

## Dates

**Junior and Senior High Academic Program**

July 6-August 11 (classes 4 days per week)

**Regents Tutorial**

July 27-August 11 (classes 4 days per week)

**Regents Exams**

August 12, 13, and 14

**NOTE: Summer school will only be in session four (4) days per week.**

| Period   | High Sch.             | Middle Sch.           |
|----------|-----------------------|-----------------------|
| 1        | 8:00-10:05 a.m.       | 8:10-10:10 a.m.       |
| 2        | 10:15 a.m.-12:20 p.m. | 10:20 a.m.-12:20 p.m. |
| Tutorial | 12:30-2:00 p.m.       |                       |

## Phone Numbers

Do *not* call the numbers in the phone book listed for the schools. Use *only* the numbers listed below.

**Proctor High School**

368-6120 *or* 368-6124

**Perry Junior High**

738-9316 *or* 738-9305

**OHM BOCES**

Mary Lourdes Tangorra and  
Michelle LaQuay: 733-8628

Summer school information can be found on our website: [www.ohmboces.org](http://www.ohmboces.org).

## COURSE OFFERINGS\*

English 9  
English 10  
English 11  
English 12

Global Studies 9  
Global Studies 10  
U.S. History and Government  
Advanced Participation in Government  
Economics

Living Environment  
Living Environment 1  
Living Environment 2  
Earth Science  
Chemistry

Pre-Algebra  
Integrated Algebra  
Integrated Algebra 1  
Integrated Algebra 2  
Math B  
Math B.1  
Geometry  
Geometry 1 (Applied Geometry)

Health  
Physical Education

Driver Education  
(Sites to be determined for participating districts.)

*Note: Driver Education students must be 16 or older and produce a valid learner's permit or driver's license on or before the first day of instruction. Picture identification must also be attached to the registration form. Only students from participating school districts may register.*

**\*Course offerings depend on enrollment.**

### Late Registration

OHM BOCES will accept late registrations online from July 6 to July 24. Students must register with their home school guidance counselor.

### Middle School Course Offerings

English 6, 7, 8      Science 6, 7, 8  
Mathematics 6, 7, 8      Social Studies 6, 7, 8

## Earth Science Regents Exam

All students taking the Earth Science Regents exam **must** take the performance test. A student who does not take the performance test will not be allowed, under any circumstance, to take the Regents. This is a new NYSED mandate.

Those students who are only taking the Walk-in Regents will have to take the performance test on Wednesday, August 12, 2009, at Proctor High School. Please follow the schedule below (based on the first letter of your last name).

**A – G.....8:00 to 8:45 a.m.**  
**H – M.....8:45 to 9:30 a.m.**  
**N – T.....9:30 to 10:15 a.m.**  
**U – Z.....10:15 to 11:00 a.m.**

## Course Descriptions

### Living Environment Descriptions

*---Labs are not offered---*

Living Environment: For those students taking Liv. Env. in one year. Regents exam will be given.

Living Environment 1: Ecology and ecosystems, biomes, effects of pollution, classifications, reproduction, evolution.

Living Environment 2: Body systems, genetics, evolution, nutrition, drugs, alcohol, etc. **and** followed by a Regents exam.

### Integrated Algebra Descriptions

Integrated Algebra: The entire course work with a Regents on August 13, 2009.

Integrated Algebra 1: First half of Integrated Algebra with no Regents. Solving equations, factoring, graphing, monomials, polynomials.

Integrated Algebra 2: Second half of Integrated Algebra with Regents exam. Systems of equations, quadratic equations, algebraic fractions, ratios/percent/proportions, trigonometry of right triangle, perimeter/area/volume, probability, statistics.

## Math B Descriptions

Math B: The entire Math B course, with a Regents exam.

Math B.1: Algebraic operations (rational/irrational), Cartesian coordinate graphs, roots, geometry and Euclidian proofs, quadratics and circles, logic, symmetry, construction.

### Geometry Descriptions

Geometry: The entire Geometry course with Regents exam.

Geometry 1: Introduction to Geometry, no Regents (Applied Geometry) exam, foundation course.

### Advanced Participation in Government Description

All students enrolled in Advanced Participation in Government must be in the 11th or 12th grade. Also, a project will be required.

## Driver Education

- Driver education students must be 16 years or older and produce a valid learner's permit or driver's license on or before the first day of instruction.
- A picture I.D. must be attached to the last page of the registration form.
- Only students from participating school districts may register.

## Under NO circumstances

- Will students be allowed to choose which class period they want.
- Will any changes be made to the assigned period.

*You must attend the class period you are initially assigned. Conflicts with other commitments will not be recognized for anyone; so **please do not ask!***

## ALL COURSE CHANGES **MUST** COME FROM THE HOME SCHOOL.

All late registrations must be approved by the home school district, and no student will be added to a course after July 9.

## Walk-in Regents

A picture I.D. must be attached to the bottom of the registration form.

## August 2009

### Regents Test Dates

**Wednesday, August 12, 12:30 p.m.**

RE in Global History and Geography  
RE in U.S. History and Government

**Thursday, August 13, 8:30 p.m.**

Comprehensive English — Session One  
Integrated Algebra

Geometry  
Mathematics B

RCT in Writing

**Thursday, August 13, 12:30 p.m.**

Living Environment  
Physical Setting / Earth Science

Physical Setting / Chemistry

RCT in Reading

RCT in U.S. History & Government\*

**Friday, August 14, 8:30 a.m.**

Comprehensive English — Session Two  
RCT in Global Studies \*

RCT in Mathematics \*

RCT in Science \*

## Uniform Admission Deadlines

Morning Examinations – 9:15 a.m.  
Afternoon Examinations – 1:15 p.m.

*\* Available in Restricted Form only. Each copy of a restricted test is numbered and dealt in its own envelope and must be returned, whether used or unused, to the department at the end of the examination period.*

## Notice of Compliance

*BOCES does not discriminate on the basis of sex, race, color, national origin, handicap or age in providing student access to educational programs, courses and activities. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. Any alleged grievances should be reported to the Supervisor of Human Resource at (315)793-8575. Inquiries concerning this nondiscrimination policy should be referred to the Supervisor of Human Resources, Donna Rava, Box 70, New Hartford, New York 13413-0070 (315)793-8575.*