Phone Numbers / Email Addresses

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

**Proctor High School**
OHM BOCES MSA

<table>
<thead>
<tr>
<th>Course</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Program</td>
<td>315.368.6317*</td>
</tr>
<tr>
<td>Middle School Program</td>
<td>315.223.6043*</td>
</tr>
</tbody>
</table>

**OHM BOCES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Lourdes Tangorra, Supervising Principal</td>
<td>315.223.6030</td>
</tr>
<tr>
<td>Vincent Tripodi, High School Principal</td>
<td>315.223.6035</td>
</tr>
<tr>
<td>Angela Evans, Middle School Principal</td>
<td>315.223.6070</td>
</tr>
</tbody>
</table>

*Number effective starting July 1

Summer school information can be found on our website: [www.oneida-boces.org/summer](http://www.oneida-boces.org/summer).

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**Locations**

**High School**

TR Proctor High School

**Middle School**

OHM BOCES Middle Settlement Academy

**Elementary School**

New York Mills/Whitesboro - New York Mills Elementary

**Dates**

**Elementary School**
July 8 - August 1
9:00 a.m.-12:00 p.m.

Programs run Monday-Thursday for four weeks

**High School/Middle School**

July 1 - August 12

Programs run Monday-Wednesday the first week and Monday-Thursday the remaining weeks, with the exception of Monday the final week

**Regents Tutorial**
July 25 - August 12

Programs run Thursday the first week; Monday-Thursday the second and third weeks; and Monday the final week

**Regents Exams**
August 13 and 14
THE ATTENDANCE POLICY

• A student is allowed only three illegal absences. After the third absence, a student will not receive credit for the course; however, 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, overnighting, 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.

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 (Proctor High School)

• 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 right of the building.
• Do not park on the left side of the building. Violators will be towed.
• All students must enter the building only using the Arcuri entrance.

The following is a summary of the Oneida-Herkimer-Madison BOCES Code of Conduct for Alternative Education, Career and Technical Education, and Special Education. Please refer to the complete text version of the Code of Conduct which can be found on-line at www.oneida-boces.org should clarification be necessary.

Not permitted are acts of:
• Violence, weapon possession, destruction of school property
• Harassment, physical contact, unwanted and unwelcomed behavior (sexual or non-sexual in nature) with the intent to annoy, threaten, or provide for a hostile school environment
• Bullying, acts of teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, spreading rumors about someone, leaving someone out on purpose, embarrassing someone in public, hitting, kicking, pinching, spitting, taking or breaking someone else’s possessions
• Cyber-bullying acts that occur through electronic transmission
• Assault, possession or use of illegal substances, alcohol, tobacco, tobacco paraphernalia, electronic cigarettes, open containers, energy drinks
• Inappropriate dress, all garments that expose underwear, cleavage, midriffs, thighs (shorts, shorts, skirts, revealing tops) are unacceptable. Students will be asked to cover the area, be sent to time out, call a parent for a change of clothing etc. to rectify the issue
• Gang-related, vulgar, obscene, libelous clothing items
• Disruptive behavior in the classroom, hallways, bathrooms, cafeteria
• Inappropriate language which is profane, lewd, vulgar
• Violating BOCES acceptable use policy for electronic communications
• Unauthorized use of MP3 players, iPods, cell phones
• Destruction of school property, misuse of school property
• Failure to act appropriately and responsibly in the cafeteria while eating and during clean-up

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work, because of the other student’s race, color, weight national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

You should always feel safe in school. If you do not, for any reason, please tell your teacher or principal. You will not receive any consequences for reporting a violation of the Code of Conduct. The complete Code of Conduct policy can be obtained on the Oneida-Herkimer-Madison BOCES website at www.oneida-boces.org in “District Policies” under “Policies” in the “About Us” tab.

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 Resources at (315)793-8575. Inquiries concerning this nondiscrimination policy should be referred to the Supervisor of Human Resources, Karie Florian, Box 70, New Hartford, New York 13413-0070 315.793.8575. Inquiries concerning this nondiscrimination policy should be referred to the Supervisor of Human Resources, Karie Florian, Box 70, New Hartford, New York 13413-0070 315.793.8575. Inquiries concerning this nondiscrimination policy should be referred to the Supervisor of Human Resources, Karie Florian, Box 70, New Hartford, New York 13413-0070 315.793.8575.