



# THOMAS R. PROCTOR HIGH SCHOOL

Student Handbook  
2025-2026

# Welcome to Thomas R. Proctor High School

*"Today we learn. Tomorrow we excel!"*



**1203 Hilton Avenue  
Utica, New York 13501  
(315) 368-6404**

**<https://www.uticaschools.org/schools/proctor/index>**

## TABLE OF CONTENTS

ITEM	PAGE
Proctor Support Staff and Telephone List	7
Busing	8
Guidance Counselor Information	8
Attendance/Reporting Absences	9
Process for Changing an Address/ Tardies	9-10
Discipline at Proctor	11
Summary of Code of Conduct	12-15
DASA	16
Parent Involvement	17
“Raving About a Raider” Program	17
Skipping Class	17
Student Clubs	18-19
Sports	20-24
Bell Schedule	25-26
Course Programming and Graduation Requirements	27-30
Frequently Asked Questions	31-33
Mental Health and Community Health Resource Guide	34
Student Support Services	35
2025-2026 UCSD Calendar	36-37



## **Administrative Team**

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Mr. Szczesniak (Sar-Z)  
Assistant Principal  
315-368-6836  
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# Meet Proctor Principal Palladino 2025-2026

## The Basics



My name is Miss Palladino. This is my 33rd year in the Utica City School District. I have taught in the district for 13 years (Watson Williams, Columbus, and Donovan: Grades 3, 4, 5, and 6). I served Donovan for 19 years as a teacher, administrative intern, assistant principal, and principal. This year, I am proud to be appointed as the Principal of Thomas R. Proctor High School.



## My Family

I grew up in Utica, attended Utica Schools, and live in Utica. I graduated from UFA, better known as USA, in my senior year when the three city high schools consolidated. I have one son, Drew, who graduated from Proctor High School a few years back. I have one dog, Max, a Puggle: Pug and Beagle mix.

## Contact Me

Email: [apalladino@uticaschools.org](mailto:apalladino@uticaschools.org)

School Phone Number: (315) 368-6489

Website:

<https://www.uticaschools.org/schools/proctor/index>

## Favorite Quote

- "I've failed over and over and over again in my life and that is why I succeed.*
  - Talent wins games, but teamwork and intelligence win championships.*
  - I can accept failure, everyone fails at something, but I can't accept not trying.*
  - Some people want it to happen, some wish it would happen, others make it happen.*
  - One day, you might look up and see me playing the game at 50. Don't laugh. Never say never, because limits, like fears, are often just an illusion.*
  - You have to expect things of yourself before you can do them.*
  - There is no 'i' in team but there is in win.*
  - Just play. Have fun. Enjoy the game.*
  - I've always believed that if you put in the work, the results will come."*
- MICHAEL JORDAN



Hello Parents/Guardians,

Welcome to Proctor High School Orientation!

High school is a time of transition for young people. It is an exciting time for students and parents. It is also a time that brings challenges and change. Our goal is to provide a positive educational environment that will enable our students to successfully transition from middle school to high school. Today we learn, tomorrow we excel!

The Proctor High School Team would like to extend our services and support to you and your child(ren). We strive to make every effort to promote the academic and personal success of all students.

Students will experience personal and social changes, changes in building size and changes in workload. Students are encouraged to seek support from faculty and staff whenever questions or challenges arise. We also ask that parents keep an open line of communication with the school by keeping us informed of any concerns that are brought to your attention.

Working in partnership with our community, our goal is to offer an educational experience designed to prepare all students to successfully meet or exceed the local, state and national performance standards. In the process, our overarching goal is to build a foundation of skills to support life-long learning.

Our Vision: To provide a high-quality education that is accessible to all students in a safe and orderly environment so that they have the knowledge, skills, and competencies necessary to be college and career ready.

From our family to yours, we look forward to your arrival at Proctor High School!

Sincerely,

*The Proctor High School Team*

## Proctor Support Staff & Faculty Telephone List

<b>Academy A (A-C)</b>	<i>Ms. Bottini</i>	315-368-6405	<a href="mailto:wbottini@uticaschools.org">wbottini@uticaschools.org</a>
<b>Academy B (D-I)</b>	<i>Ms. Piperata</i>	315-368-6411	<a href="mailto:cpiperata@uticaschools.org">cpiperata@uticaschools.org</a>
<b>Academy C (J-MR)</b>	<i>Ms. Underwood</i>	315-368-6407	<a href="mailto:munderwood@uticaschools.org">munderwood@uticaschools.org</a>
<b>Academy D (MU-SAN)</b>	<i>Ms. McIntyre</i>	315-368-6408	<a href="mailto:dmcintyre@uticaschools.org">dmcintyre@uticaschools.org</a>
<b>Academy E (SAR-Z)</b>	<i>Ms. Egresits</i>	315-368-6283	<a href="mailto:tegresits@uticaschools.org">tegresits@uticaschools.org</a>
<b>General Information</b>	<i>Ms. Hamell (Registrations &amp; Transfers)</i> <i>Ms. Flagg (Main Number)</i>	315-368-6403 315-368-6404	
<b>Main Office Principal</b>	<i>Mrs. Tutino (Principal Secretary)</i> <i>Miss Palladino</i>	315-368-6489	<a href="mailto:atutino@uticaschools.org">atutino@uticaschools.org</a> <a href="mailto:apalladino@uticaschools.org">apalladino@uticaschools.org</a>
<b>Assistant Principals</b>	<i>Ms. Sharpe (A-C)</i> <i>Mrs. Pedulla (D-I)</i> <i>Mrs. Cubino (J-MR)</i> <i>Ms. Mroz (MU-SAN)</i> <i>Mr. Szczesniak (SAR-Z)</i>	315-368-6410 315-368-6419 315-368-6412 315-368-6413 315-368-6386	<a href="mailto:tsharpe@uticaschools.org">tsharpe@uticaschools.org</a> <a href="mailto:bpedulla@uticaschools.org">bpedulla@uticaschools.org</a> <a href="mailto:bcubino@uticaschools.org">bcubino@uticaschools.org</a> <a href="mailto:amroz@uticaschools.org">amroz@uticaschools.org</a> <a href="mailto:kszczesniak@uticaschools.org">kszczesniak@uticaschools.org</a>
<b>Guidance Counselor Department Chairperson</b>	<i>Alexis McKerrow</i>	315-368-6396	<a href="mailto:amkerrow@uticaschools.org">amkerrow@uticaschools.org</a>
<b>Guidance Counselors</b>	<i>Ms. Costanza (A-Bar)</i> <i>Mrs. Tesak (Bas-Ch)</i> <i>Ms. LaBella (Ci-E)</i>	315-368-6426 315-368-6418 315-368-6379	<a href="mailto:mmcostanza@uticaschools.org">mmcostanza@uticaschools.org</a> <a href="mailto:dtesak@uticaschools.org">dtesak@uticaschools.org</a> <a href="mailto:nlabella@uticaschools.org">nlabella@uticaschools.org</a>
	<i>Mrs. Kelly (F-Hem)</i> <i>Mrs. Fiore (Hen-Jon)</i> <i>Ms. Foose (Jop-L)</i>	315-368-6421 315-368-6416 315-368-6420	<a href="mailto:ankelly@uticaschools.org">ankelly@uticaschools.org</a> <a href="mailto:jfiore@uticaschools.org">jfiore@uticaschools.org</a> <a href="mailto:kfoose@uticaschools.org">kfoose@uticaschools.org</a>
	<i>Ms. Bonacci (M-Moq)</i> <i>Mr. Gouger (Mor-Pap)</i> <i>Ms. Ouderkirk (Par-Rip)</i>	315-368-6940 315-368-6423 315-368-6111	<a href="mailto:abonacci@uticaschools.org">abonacci@uticaschools.org</a> <a href="mailto:bgouger@uticaschools.org">bgouger@uticaschools.org</a> <a href="mailto:mouderkirk@uticaschools.org">mouderkirk@uticaschools.org</a>
	<i>Ms. Hall (Rir-Sh)</i> <i>Ms. Watson (Si-Tr)</i> <i>Ms. Tahan (Ts-Z)</i>	315-368-6424 315-368-6425 315-368-6286	<a href="mailto:khall@uticaschools.org">khall@uticaschools.org</a> <a href="mailto:mwatson@uticaschools.org">mwatson@uticaschools.org</a> <a href="mailto:mtahan@uticaschools.org">mtahan@uticaschools.org</a>
	<b>Attendance Clerks</b>	<i>Mrs. Angotti</i> <i>Mrs. Marino</i>	315-368-6280 315-368-6282
<b>Attendance Teachers</b>	<i>Ms. Bolos (A-M)</i> <i>Ms. Norrbom (N-Z)</i>	315-368-6461 315-368-6281	<a href="mailto:wbolos@uticaschools.org">wbolos@uticaschools.org</a> <a href="mailto:knorrbom@uticaschools.org">knorrbom@uticaschools.org</a>
<b>Social Workers</b>	<i>TBD</i> <i>Ms. Jennings</i>	315-368-6979 315-368-6417	<i>TBD</i> <a href="mailto:ajennings@uticaschools.org">ajennings@uticaschools.org</a>
	<i>Ms. Korrie</i> <i>Ms. Colone</i>	315-368-6475 315-368-6468	<a href="mailto:EKorrie@uticaschools.org">EKorrie@uticaschools.org</a> <a href="mailto:scolone@uticaschools.org">scolone@uticaschools.org</a>
	<i>Ms. Noonan</i> <i>Ms. Salisbury</i>	315-368-6430 315-368-6427	<a href="mailto:mnoonan@uticaschools.org">mnoonan@uticaschools.org</a> <a href="mailto:msalisbury@uticaschools.org">msalisbury@uticaschools.org</a>
<b>Psychologists</b>	<i>Mrs. Diana</i> <i>Ms. Trudeau</i>	315-368-6481 315-368-6469	<a href="mailto:mdiana@uticaschools.org">mdiana@uticaschools.org</a> <a href="mailto:strudea@uticaschools.org">strudea@uticaschools.org</a>
<b>Nurses</b>	<i>Mrs. Hamell-Hoyte</i> <i>Mrs. Mullen</i> <i>Ms. Ambord</i>	315-368-6274 315-368-6433 315-368-6432	<a href="mailto:ogvarno@uticaschools.org">ogvarno@uticaschools.org</a> <a href="mailto:cmullen@uticaschools.org">cmullen@uticaschools.org</a> <a href="mailto:sambord@uticaschools.org">sambord@uticaschools.org</a>
<b>Parent Liaisons</b>	<i>Ms. Davis</i> <i>Mr. Hamell</i> <i>TBD</i>	315-368-6943 315-368-6130	<a href="mailto:wdavis@uticaschools.org">wdavis@uticaschools.org</a> <a href="mailto:lahamell@uticaschools.org">lahamell@uticaschools.org</a>
<b>Outside Agencies</b>			
<b>Probation</b>		315-368-6169	
<b>Safe Schools</b>		315-368-6344	
<b>ICAN</b>		315-368-6251	
<b>Hillside Program</b>		315-368-6445	

# BUSING

## How do I report bus concerns?

Please contact [munderwood@uticaschools.org](mailto:munderwood@uticaschools.org) or call 315-368-6407 to report bus concerns. Ms. Underwood will file a formal complaint on your behalf and provide you with the bus company's direct phone numbers that are not available at this time.

# GUIDANCE COUNSELOR SERVICES/INFORMATION

## How do I contact my child's teachers or guidance counselor?

Please do not hesitate to contact your child's teachers or counselor with any questions that you have regarding your child's adjustment and progress in school. Parent/teacher conferences can be scheduled at your request. Counselors can also assist in putting you in contact with individual teachers. ***Your child's counselor will be listed on their schedule that will be mailed home August 22, 2025.***

In the meantime direct your questions based on your child's last name below:

Academy	Last Name	Phone Number
A	A-C	315-368-6405
B	D-I	315-368-6411
C	J-MR	315-368-6407
D	MU-SAN	315-368-6408
E	SAR-Z	315-368-6283

## What is the role of the Guidance Counselor at PHS?

High school counselors do not work alone; they are an integral member of the educational team. They provide proactive intervention that encourages the academic and personal success of students. The guidance staff aligns with the school and their district mission is to support students as they prepare for their future. Our guidance staff works as team members with teachers, staff, parents, and the community to create a caring, supportive educational environment.

- Academic support –arrange tutoring, parent conferences, monitor grades
- Organizational, study and test-taking skills
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making and conflict resolution
- Transition planning

- School crisis intervention
- Provide connections to community services

## ATTENDANCE/ REPORTING ABSENCES

### What do I do if my child is arriving late, being picked up early, staying after school or is absent?

If your child is arriving late, please send them with a note excusing their tardiness. Your child should report to the Hilton Avenue Entrance to sign in. If your child is being picked up early, YOU MUST COME TO THE HILTON AVENUE SECURITY WINDOW TO SIGN YOUR CHILD OUT. YOU MAY BE ASKED TO SHOW PHOTO ID AND MUST BE A LISTED CONTACT IN OUR STUDENT MANAGEMENT SYSTEM.

Students do not need a note to stay late for activities or for extra homework help. Students are encouraged to call home to notify parents when staying after. If your child is absent, please call the Attendance Office to excuse their absence at 315-368-6282 or 315-368-6280. Students cannot be signed out after 2:00 PM unless there is an emergency. This process has been put in place to avoid congestion during dismissal.

## PROCESS FOR CHANGING AN ADDRESS

Please be advised, the following documents will be required to change your child's address and/or bussing change requests: 1. Completed district form (Appendix A). 2. One of the acceptable proof of address listed below.

### ***Acceptable proof of address documents are as follows:***

- National Grid, Water Bill, Spectrum Cable bill, or other bill with your Name and address on it
- SSI Award Letter
- TANF Budget Sheet (Temporary Assistance for Needy Families)
- Landlord Statement with Landlord's contact information

If you have any questions please call (315) 368-6280 or (315) 368-6282.

## ATTENDANCE: ABSENCES

The following progressive steps will be followed at Proctor High School to support the district's policy:

- Families will be called for **all** of their child's absences through our automated system if the attendance office does not receive notification from Parent Square from you by 9:00 a.m. that your child is absent and why.
- A written note from you or your child's physician should be brought to school the next day explaining your child's absence.

- Families will be sent letters at set thresholds throughout the school year.
- Families will receive attendance data eight times a year on report cards and interim reports.
- Families may receive a phone call from the Attendance Teacher to set up a conference if absences persist.
- Students will meet with the Attendance Teacher to sign a Student Attendance Action Plan.
- Families may be called to meet with the IRT Specialist to see if additional support can be provided.
- CPS may be notified depending on compliance.
- A Pre-PINS application may be filed.
- Students will be ineligible to attend summer school unless they make up the time missed, if warranted.

Notification of student attendance (excused absences, unexcused absences and tardies) is documented via:

- Daily automated messages
- Four times a year on report cards, four times a year on progress reports.
- Attendance letters are sent home in increments for absenteeism.
- Phone calls made home by the Attendance Teacher or Clerk.
- Home visits conducted by Attendance Teacher.

Helpful hints for parents to follow:

- Make sure you send a note with your child to the security desk stating the date of the absence and reason for absence.
- Call the attendance office (315-368-6282 or 315-368-6280) when your child is absent by 9:00 a.m. the day of the absence or you will receive an automated call.
- Be proactive. Stay aware of your child's cumulative absences by reviewing your child's absences on his/her interim reports and report cards.

## **ATTENDANCE: TARDIES**

A student is marked tardy at Proctor if they did not report to their first period class and is seated at the required time of 7:47 a.m.

All students are required to report to their first period class no later than 7:47 a.m.

Please note that Proctor High School offers all students a free breakfast each morning regardless of family income. Breakfast is served from 7:15 a.m – 7:45 a.m. in order to give students plenty of time to report to first period class. Morning announcements and classroom instruction begins promptly at 7:47 a.m.

We are asking that you please speak with your child before the start of the new school year in order to review this information and to assist us in getting them to school and class on time.

Attendance Teachers and School Administration will meet monthly to review tardiness. Please note that progressive disciplinary consequences may be utilized for students who are chronically tardy to school per the Utica City School District Code of Conduct.

We are committed to working cooperatively with you and your child to help them be successful as we begin a new school year.

If students are late because their bus pulled in late or the entry lines were backed up, they will not be penalized.

## **DISCIPLINE AT PROCTOR HIGH SCHOOL**

Students entering Proctor High School are expected to follow the Student Code of Conduct. The Code of Conduct is an outline of all the rules and regulations. A summary of this document can be found on pages 12-14. The full document can be found on the district website. All teachers, staff, and administrators are responsible for holding students accountable for their behavior. An emphasis is placed on giving each student encouragement and acknowledgement for engaging in positive behaviors and improving the atmosphere at PHS. Students are acknowledged in a variety of ways such as Award Ceremonies, Raving about a Raider monthly raffle drawings, eligibility for sports and clubs, etc.

If a student chooses not to abide by the Code of Conduct, a progressive discipline model is utilized. This means that a less severe consequence will be given first, unless it is a Zero Tolerance offense, and progress to more significant consequences for more serious violations of the Code of Conduct. The ultimate goal of all behavioral interventions is to help students learn from all situations and behaviors and to move forward in a positive direction.

# **UTICA CITY SCHOOL DISTRICT**

## **SUMMARY – CODE OF CONDUCT**

Dear Parent/Guardian/Student:

The Utica City School District is committed to providing all students, teachers, district personnel, and visitors with a safe and pleasant environment. Our purpose is to offer a quality education in an environment free of discrimination, harassment and bullying. The Utica City School District recognizes that a positive school climate is an important factor in effective student management. A positive school climate helps to foster high levels of personal student growth and academic achievement and is predicated on the principles of safety, trust and effective communication among all stakeholders including parents, students, teachers and the entire school community. In addition, all students have the right to access educational and extracurricular activities on an equal basis.

Therefore, we have adopted a "Code of Conduct" that applies to everyone involved in our schools. You should also know that New York State's Safe Schools Against Violence in Education Act and Section 100.2 of the Regulations of the Commissioner of Education require that each school district in the State have such a Code.

Our Code was developed by administrators, teachers, parents, students, and others involved in the schools. It explains the rights and responsibilities of all who utilize our facilities or ride our buses. The guiding principles are those of politeness, respect for each other, tolerance, and honesty. We especially ask students to help us maintain a safe and orderly environment, to ask questions if there is anything they don't understand, and to ask for help with problems. We also expect them to accept responsibility for what they do or do not do. Therefore, our Code focuses on respect for the rights and property of others and on the safety of everyone.

Students who refuse to follow the rules by being disorderly, insubordinate, disruptive, or violent or who place others in physical or moral danger will be disciplined. This discipline could range from a warning to permanent removal from school.

Discipline will be based on the following categories. (the complete list appears in the Code of Conduct):

**Category 1** – includes disorderly conduct, insubordination, false identification, possession of electronic devices (i.e., cell phones, iPods, etc.), harassment, academic misconduct, and misconduct on the bus.

**Category 2** – includes vandalism, endangering safety, health, or welfare of others (including bullying and cyber bullying), fraud, forgery, sexual harassment, and chronic insubordination.

**Category 3 (Zero Tolerance)** – includes violent conduct, possession of drugs and/or alcohol, conduct endangering the safety, health, or welfare of others, and sexual misconduct.

**Revised July 2025**

Students are expected to report any school related violations of the Code to a staff member immediately. Remember that we are all responsible for the health, safety and well-being of everyone.

Students who violate the Code will be subject to a consequence. Typically, consequences become more severe if the misbehavior continues or if a Zero Tolerance offense has been committed. Consequences range from an oral warning to permanent suspension from school. A complete list appears in the Code.

We would like to remind parents/guardians and students that transportation is a privilege of the student, not a right, and that the school district is not mandated to provide transportation. Pupil actions and behavior will be addressed in relation to the severity and frequency of the misconduct. The Code of Conduct of the Utica City School District extends to the transportation system of the District. Continued misconduct will result in the removal of bus privileges.

We expect all students, parents/guardians, visitors, and members of the staff to dress neatly and appropriately for all school activities and functions. We also expect all students to pay attention to personal cleanliness.

Our Dress Code is explained in detail in the complete Code, but it requires students dress in a manner that will not interfere with the main purpose of school education. Any student who is not dressed properly will be asked to correct the problem. Anyone who refuses will be subject to discipline, up to and including suspension from school.

Students and parents have rights. Students are to be informed of the reason for any consequences and will have an opportunity to explain their version of the event that led to the disciplinary action. Parents have the right to be informed also. In extreme cases, such as Category 3, the school official may be required to request a Superintendent's Hearing. The Code includes information on specific rights of parents/guardians and students, including the right to counsel.

Finally, in accordance with New York State Law, visitors to the school must report to the main office to request permission to visit anyone in the building. Visitors may be asked to show identification. The principal or his/her designee may or may not grant such permission. If permission is granted, the visitor is to sign a register and will be issued a pass, which must be worn until departure. All visitors to any school, regardless of the purpose of the visits, must behave in a polite and respectful manner. Violators of this policy may be restricted from school property and/or prosecuted.

Thank you for your anticipated support and cooperation.

**Revised July 2025**

**NOTE THAT A COMPLETE COPY OF THE CODE OF CONDUCT IS AVAILABLE IN THE OFFICE AT EACH SCHOOL, AT THE CENTRAL ADMINISTRATIVE OFFICE, AND ON THE SCHOOL DISTRICT WEBSITE**

**FOR THE 2025-2026 SCHOOL YEAR, THE CODE OF CONDUCT WAS UPDATED TO INCLUDE LANGUAGE RELATED TO THE SCHOOL DISTRICT'S NEW BOARD OF EDUCATION POLICY 7208 WHICH RESTRICTS STUDENT USE OF INTERNET ENABLED DEVICES INCLUDING CELL PHONES, WHICH ARE REQUIRED TO BE TURNED IN UPON ARRIVAL TO SCHOOL. PLEASE REFER TO PAGES SIX (6) AND SEVEN (7) FOR DEFINITIONS (INTERNET ENABLED DEVICES, SCHOOL DAY, SCHOOL GROUNDS) AND PAGE 20 OF THE CODE WHICH DISCUSSES ENFORCEMENT OF THIS NEW POLICY WHERE IT STATES:**

*E. Unauthorized use of Communication/Digital Devices, Internet-Enabled Devices and other Electronic Devices are prohibited.*

*Examples of electronic devices include, but are not limited to:*

- |                           |   |
|---------------------------|---|
| 1. Cell phones;           | 6. Smart watches;                                   |
| 2. Camera phones;         | 7. Headphones, earbuds, or other listening devices; |
| 3. Laser pointers, etc.;  | 8. Vaporizers;                                      |
| 4. iPods, iPads, Tablets; | 9. E-Cigarettes;                                    |
| 5. Digital cameras;       |   |

*Unauthorized use of any of the above items is a violation of the Code and will subject the student to disciplinary action.*

*Communication/Digital or Internet-Enabled Devices - Usage is prohibited to maintain a safe and positive school learning environment, unless subject to exemption under the provisions of Board of Education Policy 7208 – Student Use of Internet-Enabled Devices*

*• Communication/Digital Device or Internet-Enabled Device possession at school is discouraged; however, if brought, must be turned in upon entry in accordance with school district procedures*

*Consequences for Violating the Policy – Progressive Discipline*

*First Offense – Phone is confiscated/surrendered to staff. Parent is contacted by the appropriate building administrator. Device is released to the student at the end of the day.*

*Second Offense – Phone is confiscated/surrendered to staff. Parent is contacted by the appropriate building administrator. Parent must pick up device at the end of the day.*

*Third Offense – Phone is confiscated/surrendered to staff. Parent is contacted by the appropriate building administrator. Detention is assigned (lunch at the elementary and after school at the secondary). Parent must pick up device at the end of the day.*

*Fourth Offense – Phone is confiscated/surrendered to staff. Parent is contacted by the appropriate building administrator. Multiple detentions assigned. Parent must pick up device at the end of the day.*

*Fifth Offense – Student discipline in accordance with other provisions of the Code of Conduct.*

*No student may be suspended from school if the sole ground for the suspension is that the student accessed an internet-enabled device in violation of Board of Education Policy 7208.*

*\*Violations will be recorded in SchoolTool Discipline module.*

*Note: The school is not responsible for lost or stolen items.*

**Revised July 2025**

# UTICA CITY SCHOOL DISTRICT CODE OF CONDUCT

## Student Dress Code

A. All students are expected to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress, appearance, and cleanliness. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

B. Each Building Principal or the Principal's designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

C. A student's dress, grooming and appearance shall conform to the following guidelines:

1. Be safe and appropriate.
2. Not disrupt or interfere with the educational process.
3. Footwear must be worn at all times. Footwear that is a safety hazard is not allowed.
4. Attire must completely cover underwear and undergarments. Attire should not expose the midsection (front and back), lower abdominal area, buttocks, upper thigh, or chest area. Students may not wear clothing through which these areas of the body are visible.
5. Hats, caps, bandanas, or any other head covering (including hoods and masks) are prohibited, except for a medical or religious purpose.
6. Clothing or items that are gang related or that indicate gang involvement are prohibited.
7. Clothing or items that are vulgar, obscene, libelous, or that denigrate others based on a person's actual or perceived: race (including but not limited to hair texture and protective hairstyles), color, weight, national origin, immigration status, citizenship, ethnic group, religion, religious practice, disability, sexual orientation, sexual identity, gender (including gender identity or expression), or sex, or displays, promotes or references illegal substance are prohibited.
8. Clothing or items that display violence, including but not limited to guns, knives, stars are prohibited.

## DIGNITY ACT FOR ALL STUDENTS (DASA)

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

Curriculum: Curriculum must include instruction that supports the development of a school environment free of discrimination and harassment.

*At Proctor, the Health Curriculum supports DASA.*

Code of Conduct: The Code of Conduct must be amended to include provisions prohibiting discrimination and harassment against any student by employees or students, and provisions for responding to such acts.

*The Utica City School District reviews and revised the Code of Conduct yearly to insure all current provisions are met.*

Reporting: Material incidents of discrimination and/or harassment on school grounds or at a school function must be reported to NYSED annually.

*At Proctor, reporting is addressed per the procedures and investigated thoroughly.*

Dignity Act Coordinator: At least one staff member at every school must be designated and trained to handle human relations in the areas of: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

*At Proctor, the Principal is the DASA Coordinator. Assistant Principals participate in investigations. Any incidents can be reported to the Principal or Assistant Principals.*

Employee Training: Employees must receive training to raise awareness and sensitivity to potential acts of discrimination and/or harassment and to enable employees to prevent and respond to incidents of discrimination and harassment.

*At Proctor, all staff are trained yearly in DASA requirements.*

## **PARENT INVOLVEMENT**

We value working with our families. Families are welcome to call their child's counselor at any time to get updates on their child's academics or well-being. Parent Square will also be used monthly to give parents special instructions from Miss Palladino when warranted. A monthly Principal's Update is also sent home in the mail to keep families informed of special events, good news, monthly calendar, etc. The school's website is an excellent resource for information. We are always looking for families to join our parent group, Shared Decision Making. Email [apalladino@uticaschools.org](mailto:apalladino@uticaschools.org) if you are interested.

## **RAVING ABOUT A RAIDER (RAR) PROGRAM**

Raffle tickets are awarded monthly to staff and students for exhibiting appropriate behaviors in the following areas:

- Academics
- Attendance
- Behavior
- Being Kind

RAR boxes are located in the MAIN OFFICE by grade level.

Monthly drawings are held. Prizes are awarded to winners!

## **SKIPPING CLASS**

Students who are found skipping class or wandering halls without a pass will be escorted to a classroom supervised by school staff. Students will be issued an after school detention the following day. It is the students' responsibility to bring home the detention slip and notify their families. Students who develop a pattern being identified for skipping and or wandering will receive progressive consequences until the behavior is corrected.



## **STUDENT CLUBS (See Eligibility Policy Page 21)**

Proctor High School has a number of great activities for students throughout the year. Students are encouraged to participate in activities to gain experiences, meet new friends, and to stay involved in the school community. Additional opportunities for activities are advertised in newsletters and are posted and announced at school. (ie, school dance, family fun night, etc.) Below is a list of the Board of Education approved extracurricular activities at Proctor:

**Art - Mural Club** – Students paint school walls/windows. Mural club also paints set designs for the Drama Club and Black History Month. Meetings are once a week all year round.

**Best Buddies** - The club works on building friendships between students with and without disabilities. Social mentoring events are offered that encourage friendships.

**Business Stock Investment** - Students gain knowledge of how investing works through practice portfolios and compete in stock investing competitions.

**Colgate Seminar** - Students are exposed to college-level coursework and campus life. The program builds confidence in students' ability to succeed in higher education. It increases their college readiness and aspirations.

**Corridors** - Students gain experience in journalism. They produce several issues of the school newspaper for distribution in school and post it on the school website.

**Drama Club** – Students put on multiple musical productions throughout the year. The club has actors, set designers, and backstage help.

**Environmental Science Club** - Students participate in achieving goals that help increase the awareness of environmental issues as well as promoting conservation and preservation of natural resources. Participants are involved in field trips, listening to guest speakers and are involved in off-campus activities.

**Forensics (Speech and Debate)** - Students work on building their public speaking skills. They attend and participate in numerous league competitions (virtual and live).

**Future Business Leaders of America** - Students are involved in the election of members of the chapter, holding meetings, planning, collecting, preparing and arranging materials to promote the chapter and its activities. They are involved in attending and participating in competitive Local, NYS and National Competitions.

**Future Educators of America** - Students are involved in participating in activities/experiences related to becoming or preparing to become an educator.

**Junior Class** - Students in the Junior Class work with the advisor to fundraise and organize various events that promote school spirit.

**Key Club** - Students participate in completing the requirements for UCSD and Kiwanis International Club. They complete several community and service projects throughout the year.

**Local History Club** - Students are involved in learning about the local history of Utica.

**Magnetic Mondays** - Students are involved in planned activities that promote equality and acceptance of all students.

**Mathletics** - Students participate in various Mathletics competitions held at Tri-Valley Schools.

**Mock Trial** - Students develop skills in public speaking while developing knowledge and an understanding of law and legal professions in order to allow them to compete with other schools in competitions.

**Model United Nations** - Students gain an understanding and awareness of current events and issues that affect our world politically, socially and economically. They implement their knowledge and understanding of the key issues to prepare resolutions to present in committees and various Model UN conferences.

**National Honor Society** – Students must maintain an overall average, for each quarter, of 90 or higher. They must demonstrate the National Honor Society ideals of service, character and leadership throughout the remainder of their high school career.

**Senior Class** - Students participate in enhancing school spirit in various school events planned for the student body throughout the year.

**Ski Club** - Students participate in club meetings, fundraising activities, a public relations campaign, service projects as well as organized ski/snowboarding activities.

**Student Council** – Students work towards fundraising money for scholarships/ awards, and making a positive impact on the students as well as in the community. They participate in community service opportunities.

**Yearbook Club** – Students participate in planning, creating and distributing the school's yearbook.



## **SPORTS (See Eligibility Policy on page 21)**

Students who are involved in sports will need a physical one time for the year. Proctor High School offers free physicals 3 times a year at our Nurse's Office. Physicals will be held at PHS on **August 14,15,18 and 19th from 8am-2pm.**

### **Fall Sports**

Boys - Varsity Soccer  
Boys - Junior Varsity Soccer  
Boys - Varsity Cross Country

Boys - Varsity Football  
Boys - Junior Varsity Football

Girls - Varsity Soccer  
Girls - Junior Varsity Soccer  
Girls - Varsity Cross Country  
Girls - Junior Varsity Cross Country  
Girls - Varsity Gymnastics  
Girls - Varsity Swimming  
Mixed Varsity Cheerleading  
Junior Varsity Cheerleading

### **Winter Sports**

Boys - Varsity - Bowling  
Boys - Varsity Basketball  
Boys Junior Varsity Basketball  
8th & 9th Grade Boys Basketball

Boy- Varsity Volleyball  
Boys - JV Volleyball  
Wrestling

Girls - Varsity Basketball  
Girls - Junior Basketball  
Girls - Varsity Bowling  
Girls - Varsity Volleyball  
Girls Varsity Indoor Track  
Mixed Varsity Cheerleading  
Junior Varsity Cheerleading

### **Spring Sports**

Boys - Varsity Track  
Boys - Varsity Baseball  
Boys - Junior Varsity Baseball  
Boys - Varsity Lacrosse  
Boys - Varsity Tennis  
Boys - Varsity/Junior Varsity Golf

Girls - Varsity Softball  
Girls - Junior Varsity Softball  
Girls - Varsity Track  
Girls - Varsity/Junior Varsity Golf



# Utica City School District Eligibility Policy

## I. Rationale

A. Extracurricular activities are a valuable extension of the normal school program, providing participants with opportunities to examine both vocational and avocational interests. They are also a privilege. Students who wish to take advantage of the District's many extracurricular offerings must remember that they are required to conduct themselves in a manner that does not jeopardize their health or well-being or that of other participants.

B. Students who choose to participate in any extracurricular activity are expected to maintain high standards of behavior and passing grades. The following rules are in force and students and their coaches/advisors are expected to be familiar with them and to follow them.

## II. Extracurricular Committee

A. Each secondary school will have a standing Extracurricular Eligibility Committee that meets at the beginning of each school year, and then every five (5) weeks to review and monitor student eligibility lists for any and all extracurricular activities. Meetings will occur within one week of Progress Report and Report Card closing dates. Each September, the principals (or his/her designee) of the secondary schools will send a list of members of the organizations to the Administrators in charge of the Extracurricular Eligibility Committee. Note that progress reports do not determine eligibility of extracurricular activities. However, interventions may be implemented based on recommendations of the eligibility committee.

B. The Extracurricular Eligibility Committee will be convened by the principal or his/her designee and must have the following as permanent members:

- High School - the Physical Education Department Head at Proctor, an Assistant Principal, a Counselor and a Teacher.
- Middle School - permanent members will include a Physical Education Teacher, an Assistant Principal, a Counselor, and a Teacher.

## III. Coach/Advisor Responsibilities

A. It is the responsibility of the coach/advisor to regularly review the grades, attendance, and behavior of all students in his/her activity.

B. No coach, advisor and/or administrator are to approach a teacher in an effort to change a student's grade or eligibility.

C. It shall be the responsibility of the appropriate administrators to review these regulations with all coaches/advisors before the beginning of any season, or school year, as appropriate.

D. The grades, attendance, and behavior of any student who has been suspended from school by an administrator are to be closely monitored by the coach/advisor. During the suspension period, the student may not participate in any extracurricular activity. Once the suspension period is over, the student may resume participation in the activity. The coach/advisor is expected to speak with the student to secure a change in behavior.

E. If there is a second suspension during a season or a marking period, the student is to be dropped from the extracurricular activity.

#### IV. Student Eligibility

Before a student can participate, he/she must meet the following requirements:

A. Must be considered a bona fide student (\*pertains to athletes only) is one who meets the requirements of the Commissioner of Education and, for athletes, the New York State High School Athletic Association. Students must also meet the following basic requirements:

1. Meet age requirements where appropriate. High School athletes cannot be 19 years old prior to July 1st of the school year. Middle School requirements vary depending on whether the activity is a Modified A or B Program;

2. Athletes must pass a physical exam given by the school or family doctor and submit the results of same to the coach or school nurse;

3. Have a consent form signed by a parent or guardian on file with the coach, athletic director or advisor;

4. Students who wish to participate in any extracurricular activities must maintain a minimum 85% attendance rate in all classes. Coaches/advisors are expected to check attendance in all classes per each marking period and/or season.

B. A student who is suspended from participation in an extracurricular activity may not participate in that activity until the suspension has been completed. This non participation is not to exceed ten weeks. Students may not try out for any other activity running during that time.

C. If a student receives one failing marking period grade (which constitutes any grade of 64 or below):

He/she is immediately placed on notice for two weeks. During that time he/she must report for tutorial help after school, work with the teacher to upgrade any improved assignments/grades, and obtain a written letter from the teacher at the end of the two weeks verifying whether the student has successfully or unsuccessfully completed the tutorial program. He/she may continue to actively participate in the activity while fulfilling the tutorial requirement;

D. Students who receive 2 failing grades (which constitutes any grade of 64 or below), in a marking period will be placed on academic probation and may practice/attend basic

meetings but cannot compete in games or attend special extra-curricular activities, (not to exceed 25% of the scheduled games or extra-curricular activities). At the end of two weeks, if the student improves his/her grades to a passing grade(s), the student will be eligible to fully participate in the activity. If the student does not raise his/her grades after the two weeks, they are ineligible to participate in any way. The teacher of the original failing course must sign off to indicate the student's improvement. It is the coach/advisor's responsibility to follow up and verify the student's improvement.

E. Any student who receives 2 or more failing grades (which constitutes any grade of 64 or below) for the final marking period of any course but who passes the course(s) and receives credit, or attends summer school, and receives credit will be eligible to fully participate in fall activities. However, there will be an academic review of the student's grades at the end of three full weeks of school. If there is one failing grade (which constitutes any grade of 64 or below), the student must participate in tutorials. If the student receives 2 failing grades (which constitutes any grade of 64 or below) he/she will be placed on academic probation and may practice/attend basic meetings, but cannot compete in games or attend special extra-curricular activities, (not to exceed 25% of the scheduled games or extra-curricular activities). At the end of two weeks, if the student improves his/her grades to a passing grade(s), the student will be eligible to fully participate in the activity. If the student does not raise his/her grades after the two weeks, they are ineligible to participate in any way. The teacher of the original failing course must sign off to indicate the student's improvement. It is the coach/advisor's responsibility to follow up and verify the student's improvement.

F. Any student who receives 3 or more failing grades (which constitutes any grade of 64 or below), for the marking period is ineligible until the next report card period.

#### V. Appeal Process

A. Parent/guardian submits a written request for an appeal to the building principal within two weeks of the receipt of the report card. The request must specify the grounds upon which the appeal is based. It is understood that any suspension/probation from the activity remains in effect.

B. The principal, upon receipt of the written request, will poll a minimum of three Appeals Committee members as to their opinion on the validity of the appeal.

C. The District Extracurricular Appeals Committee will include the school principal (or designee), a member of the UTA of the involved building appointed by the president of that organization, a parent liaison and the Superintendent or designee.

D. In the event the appeal is deemed appropriate, a hearing with the parent/guardian shall be facilitated by the principal for final considerations. The final decision will be the result of a majority vote of the Appeals Committee members present at the hearing.

E. If the appeal is granted, the student must agree to fulfill all terms and conditions set forth by the Appeals Committee. Failure to do so will constitute grounds for immediate dismissal from the activity.

#### VI. Suspension/Probation

Official suspension/probation from an activity will commence on dates set according to the following: suspension/probation from an extracurricular activity will commence one week following the end of the marking period and be in force to the 1st day of the following marking period.

A. Incompletes - An incomplete must be rectified within two weeks following the end of a marking period. At this point, any remaining incomplete will be treated as a failure, a failing grade which constitutes any grade of 64 or below. Further, it is strongly recommended that teachers be very strict and selective in their use of an incomplete and that its use be reserved primarily for medical reasons. It is incumbent on the teacher to reconcile the grade.

B. Notification - All report cards will have added, in the area for messages, the basic Eligibility in regard to failing grades. This will serve as a general notification to all parents/guardians/students. In addition, it will be the responsibility of all coaches/advisors of extracurricular activities to examine, review the grade database and/or check the report cards of each of their participants to ensure enforcement of the policy.

C. Tutorial - It is acceptable to have discrepancies in the administration of student tutoring based on the teacher's discretion. Each teacher must review a student's performance and determine the needs of that particular student much like a physician must address the individual needs of a patient. Only in this way can a teacher individualize a plan for a student to improve his/her performance in a specific area.

D. Appeal Process -Students with two failing grades (any grade of 64 or below) may appeal through the appeal process. An appeal of a student with three or more failing grades (any grade of 64 or below) may be heard at the discretion of the principal. An appeal must address mitigating circumstances. Students' grades cannot be appealed through this process. A separate process deals specifically with grade issues.

## VII. Other

A. Attendance at practice and/or meetings should be in accordance with the by-laws or club regulations set down by the coach or advisor.

B. Any student failing to meet requirements of this Regulation may be declared ineligible and/or placed on probation by the coach or advisor.

C. A list of all organizations, their membership and advisor(s) must be submitted to the principal's office within one (1) week after the activity commences operation and these lists are to be kept on file.

D. A student's grade will be determined by a variety of assessment methods.

E. All advisors and/or coaches may set their standards above and beyond those stated here.

F. As a candidate and/or a member of the team or organization, the student must obey all rules governing team participation. Failure to do so will result in a consequence or

dismissal. If a student incurs a consequence, he/she may not participate in any extracurricular activity until the requirements of the consequence have been fulfilled.

**Students who participate in extra-curricular school activities must meet the standards as outlined in the Utica City School District Code of Conduct.**



## STUDENT BELL SCHEDULE

Proctor High School will be utilizing the following bell schedule for the 2025-2026 school year. Students will follow a 9 period schedule track. A student's schedule will indicate one lunch period and 8 classes. Classes will run 42 minutes, lunch periods are 30 minutes, and students will have 4 minutes to transition between classes. The master schedule below represents all tracks, please see a sample single track schedule on the next page.

### High School Bell Schedule 2025-2026

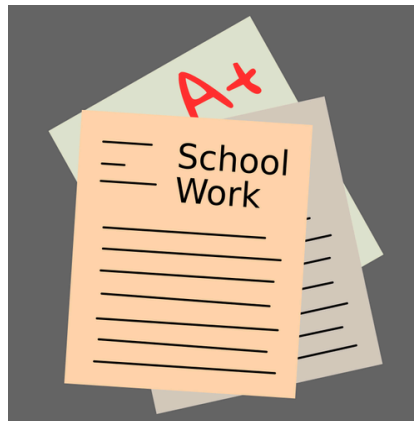
<b>Homeroom</b>	<b>7:42</b>	<b>7:47</b>
<b>Period 1</b>	<b>7:47</b>	<b>8:29</b>
<b>Period 2</b>	<b>8:33</b>	<b>9:15</b>
<b>Period 3</b>	<b>9:19</b>	<b>10:01</b>
<b>Period 4 Lunch</b>	<b>10:05</b>	<b>10:35</b>
<b>Period 4</b>	<b>10:05</b>	<b>10:47</b>
<b>Period 5 Lunch</b>	<b>10:51</b>	<b>11:21</b>
<b>Period 5A</b>	<b>10:51</b>	<b>11:33</b>
<b>Period 5B</b>	<b>10:39</b>	<b>11:21</b>
<b>Period 6 Lunch</b>	<b>11:37</b>	<b>12:07</b>
<b>Period 6A</b>	<b>11:37</b>	<b>12:19</b>
<b>Period 6B</b>	<b>11:25</b>	<b>12:07</b>
<b>Period 7 Lunch</b>	<b>12:23</b>	<b>12:53</b>
<b>Period 7</b>	<b>12:11</b>	<b>12:53</b>
<b>Period 8</b>	<b>12:57</b>	<b>1:39</b>
<b>Period 9</b>	<b>1:43</b>	<b>2:25</b>
<b>Student Dismissal</b>	<b>2:25</b>	
<b>Period 10</b>	<b>2:25 - 2:50</b>	

# PROCTOR HIGH SCHOOL SAMPLE STUDENT SCHEDULE

**Semester:** Semester 1

	<b>1</b>	<b>2</b>
Period 1 Time 7:42 - 8:29	GLOBAL STD 9 HONORS (D 241)	GLOBAL STD 9 HONORS (D 241)
Period 2 Time 8:33 - 9:15	BAND 9/10 (M 188)	BAND 9/10 (M 188)
Period 3 Time 9:19 - 10:01	ENGLISH 9 HONORS (A 105)	ENGLISH 9 HONORS (A 105)
Period 4 LUNCH Time 10:05 - 10:35	LUNCH 9 (Caf 2nd Floor)	LUNCH 9 (Caf 2nd Floor)
Period 5B Time 10:39 - 11:21	DESIGN, DRAWING & PROD.(DDP) (M 488)	DESIGN, DRAWING & PROD.(DDP) (M 488)
Period 6B Time 11:25 - 12:07	EARTH & SPACE SCIENCES R (B 110)	EARTH & SPACE SCIENCES R (B 110)
Period 7 Time 12:11 - 12:53	EARTH & SPACE SCI LAB (B 110)	PHYSICAL EDUCATION 9 -12
Period 8 Time 12:57 - 1:39	FRENCH 2 (M 387)	FRENCH 2 (M 387)
Period 9 Time 1:43 - 2:25	GEOMETRY HONORS R (B 115)	GEOMETRY HONORS R (B 115)

Students follow their schedule for Day 1 or Day 2, depending on the cycle day it is. Rooms that start with a 1 are on the 1st floor. Rooms that start with a 2 are on the 2nd floor. Rooms that start with 3 are on the 3rd floor. Rooms that start with a 4 are on the 4th floor. There are digital clocks throughout the school indicating the date, day of week, time and cycle day.



## **COURSE PROGRAMMING & GRADUATION REQUIREMENTS**

The school counseling department is a clearinghouse for questions relating to subject choice and program planning. An important task of the school counselors is to help students interpret course offerings in view of their own educational and career plans. The school counseling department provides valuable resources and information concerning college and career opportunities and training beyond high school. Individual scheduling conferences are held with all students.

Individual schedules must be completed for all students in grades 9-12. Further counseling is necessary in cases of conflict in subject choice or in the event of course failure. Students with course failures may be advised to attend summer school, repeat courses the next school year, or change their programs. Students in this category will be contacted by their school counselor and advised of these recommendations.

### **Course Selection Procedures**

Student selection of courses typically takes place in winter and early spring. Counselors meet with students individually to review previously completed coursework, current grades, and the requirements for graduation. Parents are encouraged to participate in this process. Notification of course selection will be sent home to families every Spring. If any changes are requested, students and families must contact the school counselor.

### **Graduation Requirements (22 Credits)**

The Board of Education and the New York State Regents' minimum standards are required for graduation from high school. All school programs have one main purpose, even though they provide a variety of experiences. The purpose is to help students develop and acquire the skills, abilities, knowledge, and attitude necessary to work toward a high school diploma. A student's eligibility for a diploma will be determined by the school counselor on the basis of the official high school record. Students who meet the requirements will be issued a diploma.

## Credit Requirements

(Apply to all diploma types: local, Regents,  
Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> <i>U.S. History (1)</i> <i>Global History and Geography (2)</i> <i>Participation in Government (½)</i> <i>Economics (½)</i>	4
Science <i>Distributed as follows:</i> <i>Life Science (1)</i> <i>Physical Science (1)</i> <i>Life Science or Physical Science (1)</i>	3
Mathematics	3
World Languages	1 <sup>(**)</sup>
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	½
Electives	3 ½
<b>Total</b>	<b>22</b>

(\*\*) Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

### EXAMINATION REQUIREMENTS

REGENTS EXAM or passing score on a Department approved alternative	Regents Diploma for All Students		Regents Diploma via Appeal for All Students		Local Diploma via Appeal for All Students		Local Diploma for Students with a Disability		Local Diploma via Appeal for English Language Learners	
	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score
English Language Arts (ELA)	1	65	1	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65 or above	1	2 Regents exams with a score of 60-64 for which appeals have been granted by the district and all remaining Regents exams with a score of 65 or above	1	55 <sup>TA</sup>	1	Either the ELA Regents exam with a score of 55-59 for which an appeal has been granted by the district, and all remaining Regents exams with a score of 65 or above, <u>OR</u> 1 Regents exam with a score of 60-64 and the ELA Regents with a score of 55-59 for which appeals have been granted for both by the district, and the remaining Regents exams with a score of 65 or above <sup>†</sup>
Math	1	65	1		1		1	55 <sup>TA</sup>		
Science	1	65	1		1		1	55 <sup>TA</sup>		
Social Studies	1	65	1		1		1	55 <sup>TA</sup>		
Pathway <i>(See note 1 on reverse side)</i>	1 or CDOS	65 if Regents Exam	1 or CDOS	1 or CDOS	1 or CDOS	55 <sup>TA</sup> if Regents Exam	1 or CDOS			
Compensatory Safety Net	<i>Non-Applicable</i>		<i>Non-Applicable</i>		<i>Non-Applicable</i>		Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 or above on another required Regents exam including ELA and Mathematics.		<i>Non-Applicable</i>	

### Assessment Requirements

REGENTS EXAM or passing score on a Department approved alternative	Regents Diploma for All Students		Regents Diploma via Appeal for All Students		Local Diploma via Appeal for All Students		Local Diploma for Students with a Disability		Local Diploma via Appeal for English Language Learners	
	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score
English Language Arts (ELA)	1	65 <sup>I</sup>	1	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65 <sup>I</sup> or above	1	2 Regents exams with a score of 60-64 for which appeals have been granted by the district and all remaining Regents exams with a score of 65 <sup>I</sup> or above	1	55 <sup>TA</sup>	1	Either the ELA Regents exam with a score of 55-59 for which an appeal has been granted by the district, and all remaining Regents exams with a score of 65 <sup>I</sup> or above, <u>OR</u> 1 Regents exam with a score of 60-64 and the ELA Regents with a score of 55-59 for which appeals have been granted for both by the district, and the remaining Regents exams with a score of 65 <sup>I</sup> or above <sup>†</sup>
Math	1	65 <sup>I</sup>	1		1		1	55 <sup>TA</sup>		
Science	1	65 <sup>I</sup>	1		1		1	55 <sup>TA</sup>		
Social Studies	1	65 <sup>I</sup>	1		1		1	55 <sup>TA</sup>		
Pathway <i>(See note 1 on reverse side)</i>	1 or CDOS	65 <sup>I</sup> if Regents Exam	1 or CDOS	1 or CDOS	1 or CDOS	55 <sup>TA</sup> if Regents Exam	1 or CDOS			
Compensatory Safety Net	<i>Non-Applicable</i>		<i>Non-Applicable</i>		<i>Non-Applicable</i>		Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 <sup>I</sup> or above on another required Regents exam including ELA and Mathematics.		<i>Non-Applicable</i>	

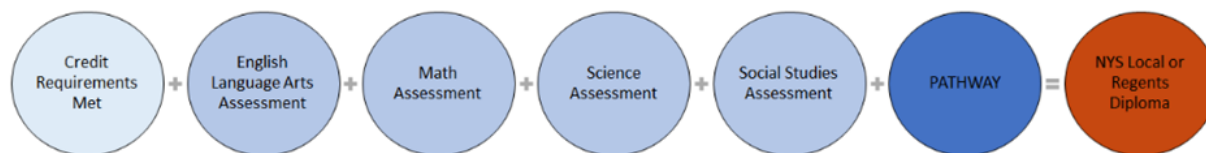
### Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:
<ul style="list-style-type: none"> <li>Meet the credit and assessment requirements for a Regents diploma; and</li> <li>Pass <b>two additional</b> Regents exams or Department approved alternatives in <b>mathematics</b>; and</li> <li>Pass <b>one additional</b> Regents exam or Department approved alternative in <b>science</b> <ul style="list-style-type: none"> <li>students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (<b>one life and one physical</b>); and</li> </ul> </li> <li>Complete a <b>sequence</b>:           <ul style="list-style-type: none"> <li>earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination, or</li> <li>complete a 5 unit sequence in the Arts, or</li> <li>complete a 5 unit sequence in CTE.</li> </ul> </li> </ul>

### Assessment Combinations for Advanced Designation

Traditional Combination	ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments
Pathway Combination (other than STEM)	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.
STEM (Mathematics) Pathway Combination	ELA, 1 social studies, 4 math <sup>1</sup> , 2 science (1 life science, 1 physical science) = 8 assessments.
STEM (Science) Pathway Combination	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.

Pathway	Students eligible for this pathway must successfully complete:
Arts Pathway	<ul style="list-style-type: none"> <li>an additional Art course (or sequence) culminating in a Department-Approved Pathway Assessment</li> </ul>
Biliteracy (LOTE) Pathway	<ul style="list-style-type: none"> <li>Adequate LOTE coursework (based on student proficiency); and</li> <li>the culminating Department-Approved Pathway Assessment in Languages other than English</li> </ul>
Career and Technical Education (CTE) Pathway	<ul style="list-style-type: none"> <li>a Department-Approved CTE Program; and</li> <li>the culminating 3-part technical assessment</li> </ul>
Career Development and Occupational Studies (CDOS) Pathway	<ul style="list-style-type: none"> <li>Development of a Career Plan</li> <li>Demonstrated achievement of the commencement level CDOS standards</li> <li>Successful completion of 216 hours of CTE coursework</li> <li>54 Work Based Learning Hours</li> <li>Employability Profile</li> </ul>
Humanities	<ul style="list-style-type: none"> <li>an additional Social Studies or English Language Arts course culminating in a Regents or Department-Approved Alternative Assessment</li> </ul>
STEM Pathway	<ul style="list-style-type: none"> <li>an additional Science or Mathematics course culminating in a Regents or Department-Approved Alternative Assessment</li> </ul>



**CTE EXPLORATION - Grade 9**

**AP COURSES - Grade 10**

**DUAL- CREDIT COURSES - Grade 11**

**MVCC BRIDGE PROGRAM - Grade 12**

## **Proctor High School Frequently Asked Questions**

### **When do schedules get mailed out?**

August 22.

### **What does a typical day at Proctor look like?**

Students can arrive and enter the building through the cafeteria entrance at 7:15 a.m. for breakfast. Otherwise, students enter through the auditorium at 7:42 a.m. and go to their lockers. At 7:42 a.m., the Warning Bell will ring and at 7:47 a.m., 1<sup>st</sup> period will promptly begin. Students will follow their schedules and stop at their lockers for the final time before 9<sup>th</sup> period. Dismissal will begin at 2:25 p.m. and be staggered (bus riders first, followed by walkers, car riders, students participating in after-school activities).

### **Where can students get picked up or dropped off to school?**

Parents may drop their children off on the school side of Hilton Ave or follow the signs in the parking lot. When possible, do not do U-TURNS on Hilton Avenue as it causes congestion. Please do not attempt to enter the bus loop in the back of school when buses arrive in the morning and depart in the afternoon.

### **How do I contact the bus garage?**

To report bus concerns, please contact [munderwood@uticaschools.org](mailto:munderwood@uticaschools.org) or call 315-368-6407 Ms. Underwood is a secretary at Proctor and will file a formal complaint on your behalf and provide you with the bus companies direct phone numbers that are not available at this time since the district is transitioning to utilizing multiple bus companies.

### **What do I do if I lose my schedule?**

See your Guidance Counselor.

### **What do I do if I lose my student ID badge?**

Report to Room M283 (Attendance Office) and they will issue you a replacement.

### **Can I drive to school?**

Only Grade 12 students, in good standing who qualify, may drive to school. A separate mailing was sent to eligible students.

### **What do I do if I need to leave early?**

A student may go to the attendance office with a written note from home and phone number to verify this request. The attendance clerk will provide you with a pass and sign you out. If a family member/emergency contact listed in SchoolTool needs to come to school to sign a student out, they must ring the doorbell, report to security, provide information as to the student's name, their name, etc. Once verified, security will call the

student down from class to be signed out in the book in the foyer. To sign a student out the individual must be listed in School Tool as a family member of emergency contact. You may be asked to show a photo ID. Students may not be signed out from school after 2:00 p.m. due to dismissal procedures.

**What do I do if I am late to school?**

Students who arrive at school after 7:47 a.m. are to enter the building through the Hilton side entrance and scan in with security. They will then receive a pass to go to their 1<sup>st</sup> period class. First period teachers are directed to assign detentions to students who report to class late if they are not legally excused.

**What do I need to do if I am absent from school?**

Please call the Attendance Office (315-368-6282 or 315-368-6280) as soon as possible to notify the school of your child’s absence. If you do not call by 9:00 a.m., you will receive an automated message from Parent Square stating your child is not in school. Upon the student’s return from absence, please send a note stating the reason for the absence. The student should see all of his/her teachers about missed class work. Students who are chronically absent, missing 10% or more of school days, will be contacted by Attendance Teachers and progressive measures, including support, will be utilized.

**Where do I go if I need to call home?**

You may see your Guidance Counselor before/after-school, at the beginning of lunch or during a Study Hall with a pass.

**What do I do if I have a concern with another student? An adult?**

There are many resources available for various concerns. These include: guidance counselors, assistant principal, mediators, parent liaisons, social workers, outside agencies, and psychologists. Communication is vital. Students should report to their assigned Support Suite for assistance based on their last name.

Academy	Last Name	Phone Number
A	A-C	315-368-6405
B	D-I	315-368-6411
C	J-MR	315-368-6407
D	MU-SAN	315-368-6408
E	SAR-Z	315-368-6283

**What is a Day 1/ Day 2 schedule?**

The first day of school is Day 1. Each day thereafter alternates between Day 1 and Day 2. Students will follow their schedules, as they will attend some classes every day and some every other day. In the event of a snow day, the days shift. For example, today is Day 1. There is a snow day on Day 2. Students return to school and it will be Day 2.

### **What if my child has an Individualized Education Plan (IEP) or 504 Plan?**

If your child has an IEP/504 Plan, classroom modifications and testing accommodations will be provided according to the plan documents. Accommodations will be provided by each child's classroom teacher for each subject area.

A testing-accommodations room will be provided for the pre-test, 10 week, mid-term, 30 week and final examinations. Teachers will provide testing accommodations in accordance with your child's IEP/504 Plan.

If your child does not wish to utilize the testing accommodations documented in their IEP/504 Plan, the classroom teacher will make contact with you to verify this is okay and document on the Utica City School District's Test Accommodation Rejection Form.

### **Can my child leave school during lunch?**

No. Proctor is a closed campus.

### **How will my child be assigned a locker?**

Locker numbers and combinations are indicated on the student's schedule mailed home. Students may bring their own padlock for gym class ONLY. Students should not remove school issued locks in the hallways as those are removed and the locker disabled.

### **How will internet-enabled devices be collected?**

Upon arrival, students will place their internet-enabled devices in a pouch and scan their ID or punch in their ID number. This links the pouch to the student's ID number. Students should remember where they entered the building so they know where to pick their phone up at the end of the day. Students who enter Cafeteria 1 or Arcuri will pick up their phones in Cafeteria 1 at dismissal. Students who enter in the Auditorium or Hilton Entrance will pick up their phones in Cafeteria 2 at dismissal. Students who sign out early will pick up their phones next to the Attendance office after signing out.



## **Mental Health and Community Health Resource Guide**

### **Abuse/Alcoholism/Substance Abuse**

Child Abuse Hotline	800-635-1522
Domestic Violence/YWCA	315-797-7740
Oneida County Department of Social Services/Child Protective Unit	315-798-5264
Mohawk Valley Center for Refugees	315-738-1083
Center for Family Life and Recovery	315-735-2236
Insight House	315-724-5168
Mohawk Valley Council on Alcoholism and Addictions	315-733-1709

### **Suicide Prevention**

Mobile Crisis Assessment Team (MCAT)	315-732-6228
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### **Disability Advocates**

Resource Center for Independent Living (RCIL)	315-797-4642
Learning Disabilities Association (LDA)	315-797-1253

### **Counseling Services**

Catholic Charities	315-724-2158
Child Advocacy Center	315-732-3990
Community Health and Behavioral Services (CHUBS)	315-798-8868
Hospice and Palliative Care	315-735-6484
Neighborhood Center Child Guidance Clinic	315-732-2256 or 272-2700
Samaritan Counseling Center	315-724-5173

### **Emergency Housing/Shelter**

American Red Cross	315-733-4666
Emmaus House (females 16 +)	315-797-3339
Evelyn's House (pregnant – homeless)	315-733-0236
Runaway and Homeless Youth	315-792-9039 or 624-9930
New Horizons (female 16 +)	315-732-7032

### **Food Banks/Meal Sites**

Community Food Bank	315-733-0346
St Francis De Sales	315-732-6171
Thea Bowman House	315-797-0748
Hope House	315-793-3723

## STUDENT SUPPORT SERVICES

Our program and services help kids in school by reducing barriers to learning while supporting their social and emotional well-being. Supporting our youth through bully prevention, crisis intervention, grief and loss support, mentoring, and so much more.



Within our School Based Services, we have the unique ability to provide an array of custom-tailored support services to meet each school district's individual needs. Our services can include a comprehensive program providing intensive mental health supports within a special education classroom setting, such as our STARRS and ARCHES programs; a full-time behavior specialist; the ability to access our network of providers through our SPIN services; and customized training for staff, students and parents. All programs utilize evidence-based principles and are centered around our core philosophy of Wraparound care.

Our School Based Services often prove critical in the ultimate success of students, due to the lack of mental health supports and pro-social emotional supports available for students. Our services are unique in that they follow students beyond the classroom and into their homes.

Hillside, we believe that healthy children and strong families with opportunities to succeed are the foundation of any thriving community. Guided by this belief, we work closely with children, adults and families whose challenges threaten their ability to realize their full potential. From locations across central and western New York and Prince George's County, MD, our programs serve nearly 10,000 youth, adults and families each year. To be a partner and resource to the families and communities we serve, we deliver the right mix of services, in the appropriate settings — whether on residential campuses or in schools, homes or the workplace. And by measuring the impact of our work, we are able to ensure the best possible outcomes.





**2025-2026 UTICA CITY SCHOOL DISTRICT CALENDAR**

JULY 2025							AUGUST 2025							SEPTEMBER 2025							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
		1	2	3	4	5						1	2		1	2	3	4	5*	6	
6	7	8	9	10	11*	12	3	4	5	6	7	8*	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19*	20	
20	21	22	23	24	25*	26	17	18	19	20	21	22*	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	(27)	(28)	29	30	28	29	30					
							31														
OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2	3*	4				(4)	5	6	7	8		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3						7	8	9	10	11	12*	13	
12	13	14	15	16	17*	18	9	10	11	12	13	14*	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23*	24	25	26	27	
26	27	28	29	30	31*		23	24	25*	26	27	28	29	28	29	30	31				
							30														
JANUARY 2026							FEBRUARY 2026							MARCH 2026							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
				1	2	3	1	2	3	4	5	6*	7	1	2	3	4	5	6*	7	
4	5	6	7	8	9*	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20*	21	15	16	17	18	19	20*	21	
18	19	20	21	22	23*	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
25	26	27	28	29	30	31								29	30	31					
APRIL 2026							MAY 2026							JUNE 2026							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2*	3	4						1*	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12*	13	
12	13	14	15	16	17*	18	10	11	12	13	14	15*	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	(19)	20	21	22	23	21	22	23	24	25	26*	27	
26	27	28	29	30			24	25	26	27	28	29*	30	28	29	30					
							31														

12 MONTH EMPLOYEE		SCHOOL RECESS DAYS		SPECIAL DAYS	
July 4	Independence Day	Sept. 1	Labor Day	Aug. 27	Superintendent's Conference Day
Sept. 1	Labor Day	Oct. 13	Columbus Day	Aug. 28	Superintendent's Conference Day
Oct. 13	Columbus Day	Nov. 11	Veterans' Day (Observed)	Sept. 2	First Day of School for Students
Nov. 11	Veterans' Day	Nov. 26-28	Thanksgiving Recess	Nov. 4	Superintendent's Conference Day
Nov. 26-28	Thanksgiving Recess	Dec. 22-Jan. 2	Winter Recess	Jan. 20-23	Regents Exams
Dec. 24,25; Jan. 1	Christmas Recess	Jan. 19	M.L. King, Jr. Day	Jan. 26	Second Semester Begins
Jan. 19	M.L. King, Jr. Day	Feb. 16-20	Mid-Winter Recess	May 19	Superintendent's Conference Day
Feb. 16	Presidents' Day	Feb. 17	Lunar New Year	June 9-10	Regents Exams
Feb. 17	Lunar New Year	March 20	Eid al-Fitr	June 17-18	Regents Exams
April 3	Good Friday	April 3	Good Friday	June 22-26	Regents Exams
May 25	Memorial Day	April 3-10	Spring Recess	June 26	Last Day for Students
June 19	Juneteenth	May 25	Memorial Day	June 26	Regents Rating Day
		June 19th	Juneteenth	June 26	High School Graduation

REPORT CARD PERIOD ENDS	INSERVICE 1/2 DAYS Elementary K-6	STUDENT ATTENDANCE	
November 7	June 12	September 21	February 15
January 23	June 18	October 22	March 21
April 17		November 15	April 16
June 26		December 15	May 19
		January 19	June 19
		Total Student Days	182

**LEGEND: \* Pay Days    Regents Exams    (Supt. Conf. Days)    15 Minute Early Release**  
**School Recess    1/2 Day In-service    Regents' Rating Day**

APPROVED BY THE BOARD OF EDUCATION AT THE REGULAR MEETING ON: MARCH 25, 2025

**SCHOOL CALENDAR DIGEST: 2025-2026**

**Provision for School Closing Due to Weather Related Conditions or Other Emergency Situations**

The following will apply relative to the administration of the school calendar to ensure that school closings do not cause the number of days in session to drop below the number required by law.

**Contingent School Closing Day:**

If 0 inclement weather days are used, **April 13, May 22, 26, 15 and June 5** will become recess days.

If 1 inclement weather day is used, **April 13, May 22, 26 and May 15** will become recess days.

If 2 inclement weather days are used, **April 13, May 22 and May 26** become recess days.

If 3 inclement weather days are used, **May 22 and May 26** will become recess days.

If 4 inclement weather days are used, **May 22** will become a recess day

If 5 inclement weather days are used, there will be **no** recess days on **April 13, May 22, May 26, May 15 and June 5**.

If an emergency situation forces the Utica City School District's schools to close for more than five (5) days, school will be in session beginning April **6, 7, 8, 9 and 10** each day beyond five (5) and in that order.

All staff members are cautioned **NOT** to commit to any irrevocable plans for the Spring (**April 6-10**) Recess or any other recess days in the event that any or all of these days will be required to make up for lost student days due to emergency closings.

If an emergency situation forces schools to close more than ten (10) days, the district, in consultation with various bargaining units, will make adjustments necessary to conform to state law.

**Summary: Maximum Number of Days Available for Emergency School Closings.**

Minimum Required per School Year by Statute Including Conference Days.....	180
Scheduled Student Days.....	182

Add: Days Teachers are in Attendance for Staff conference days as authorized by the Commissioner of Education..... 4

Total Days School is in Session Including Staff Conference Days..... 186

Days Available for Emergency School Closings..... 5

In the event an inclement weather recess day falls on a pay day, payroll checks may be picked up by employees at the Administration Building, 929 York Street, between the hours of 11:00 a.m. – 1:00 p.m.

